

## Instructions and Checklist for Street Use and Street Cut Permit Applications

IN ORDER TO REVIEW A PERMIT APPLICATION FOR STREET USE OR STREET CUT, THE CITY OF KENT REQUIRES THE FOLLOWING INFORMATION:

- Completed Application Form**
- Traffic Control Plans (Three (3) Copies)**

The Traffic Control Plan (TCP) showing how traffic and pedestrians will move safely through the construction area, per City of Kent Design and Construction Standards.

For a summarized version of these requirements, you may also use the Checklist for Completeness of a Traffic Control Plan, available at [www.KentWa.gov/permitcenter](http://www.KentWa.gov/permitcenter).
- Certificate of Insurance (One (1) Copy)**

The Certificate of Insurance must be attached to the permit application. Refer to Development Assistance Brochure #11 for complete information on insurance requirements. Contractor's liability insurance is required for any work in public right-of-way, and must name the City of Kent as additional insured.
- Engineering Plans (Three (3) Copies)**

Show what work will be done or what facilities will be installed in the right-of-way.

## Instructions and Checklist for House Move/Oversize Load

IN ORDER TO REVIEW A PERMIT APPLICATION FOR OVERSIZE/OVERWEIGHT LOAD, THE CITY OF KENT REQUIRES THE FOLLOWING INFORMATION:

- Completed Application Form**
- Certificate of Insurance**
- Route Plan**
  - \_\_\_ Description Narrative
  - \_\_\_ Map Showing Route
- Description of Load**—Width, Height, Overall Length, Weight or copy of a DOT permit

## Instructions and Checklist for Street Occupation/ Street Closure

A STREET OCCUPATION PERMIT ALLOWS THE USE OR CLOSURE OF THE ROAD OR BLOCK(S) OF ROAD FOR ACTIVITIES OR SPECIAL EVENTS SUCH AS A FESTIVAL OR PARADE. THE CITY OF KENT REQUIRES THE FOLLOWING INFORMATION:

- Completed Application Form**
- Certificate of Insurance**
- Descriptive narrative of the event including activities, hours of operation, and estimated number of participants**
- Barricades or traffic control plan needed for event**