

FRANCHISE PERMIT SUBMITTAL REQUIREMENTS

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TO THE APPLICANT: Submit an electronic copy of the plans with the Franchise Permit Application and the Traffic Control Application. All documents shall be submitted to franchisepermits@rentonwa.gov. Note: Franchise Agencies (and their authorized representatives) ONLY may submit for franchise permits. Any permits submitted by a contractor or developer will not be accepted or processed.

1. Applicant shall name files following [City of Renton Electronic File Standards](#).
 - a. A - Applications
 - i. [Franchise Permit Application](#)
 - ii. [Traffic Control Application](#) – This plan shall be site specific.
 - iii. [Franchise Permit Revision Application](#)
 - b. C – Correspondence
 - i. Letter requesting to go overhead (only if requesting exemption from undergrounding ordinance)
 - ii. Letter requesting Approval for Cold Weather Paving (October 1 through March 31)
 - c. P – Plans
 - i. Construction Plans
 - ii. Traffic Control Sketches (site specific)
2. Applicant shall use Subject Line
 - a. “Franchise Permit Application”
 - b. “Franchise Permit Resubmittal”
 - c. “Franchise Permit Revision”
 - d. “Cold Weather Paving”
3. Applicant receives approved permit from City of Renton (via e-mail)
4. If require agency shall schedule a Pre-Construction Meeting on MyBuildingPermit.com
 - a. Pre- Construction meetings to be held at City Hall every Monday
 - b. Meeting must be scheduled two business days prior (Thursday)
 - c. If Monday is a holiday, meetings will be held Tuesday at City Hall
 - d. Pre -Construction meetings must be held within 14 days of job start
 - e. If work begins outside of the 14 day period, a new Pre- Construction Meeting must be re-scheduled.
 - f. Job start date will be scheduled at the end of the Pre- Construction Meeting
5. Schedule Job Start at MyBuildingPermit.com (must be scheduled by midnight the day prior)
6. Once right of way work is complete, contractor must complete restoration as per City of Renton Trench and Street Restoration Standards within 15 working days (see RMC 9-10-11).



Note: This handout shall not be used as a substitute for codes and regulations. The Applicant is responsible for compliance with all codes and regulations, whether or not described in this document.