



# Street Use Permit Application

## Right-of-Way Use Request (Building Permit)

**CITY OF VANCOUVER**

Vancouver Public Works, Traffic Engineering and Operations  
 Phone: 360-487-7729 | Email: TrafficEngineering@cityofvancouver.us  
 www.cityofvancouver.us/streetpermits

**JOB SITE INFORMATION AND LOCATION**

Address of event site or location of POD Unit placement:

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Suite/bldg./apt #:

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Parcel Number (if no site address):

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Nearest intersection if no site address:

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Estimated attendance (not needed for POD Unit):

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**DESCRIPTION OF STREET USE PROPOSAL**

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**APPLICANT**

Business/Individual name:

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Contact name:

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Address:

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City/State/Zip:

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Phone:

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E-mail (required):

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**PROPERTY OWNER**       **TENANT**

Name:

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Address:

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City/State/Zip:

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Phone:

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**ONLINE PAYMENT**

Existing ePermits User Name:

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**STREET USE REQUIREMENTS**

**For this application to be deemed complete and eligible for consideration, you must submit the following for all permit types, except POD units:**

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**Completed Application**

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**Proof of Insurance** (certificate) naming the City of Vancouver as Additional Insured (**NOTE: Insurance not needed for POD Units**)

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**Hold Harmless Agreement** - Signed and **NOTARIZED** (**NOTE: City does not provide this notarization service.**)

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**Dimensional Drawing or Map** of the requested street use showing all details and traffic control devices.

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**Fees** – see fee associated with type

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**Submittal Timeline:** Applications are due 21 days in advance of event.

**Review Period:** The review and processing period for this application is a maximum of ten (10) business days from the time the application is deemed complete in accordance with Vancouver Municipal Code, www.cityofvancouver.us/vmc

**Questions:** If you have questions regarding this application, please contact Vancouver Public Works Traffic Engineering and Operations by e-mail at [TrafficEngineering@cityofvancouver.us](mailto:TrafficEngineering@cityofvancouver.us) or by phone at **360-487-7729**.

**STREET USE PERMIT TYPE**

*Please check all applicable boxes and enter information where necessary.*

<b>Permit is requested for:</b>	<b>TYPE A PERMIT: \$38</b>		
	<input type="checkbox"/> <b>Block Party</b> – Requires Traffic Control Plan. Block Parties must provide one Hold Harmless Agreement per 50 people, up to 100 people. Each Hold Harmless Agreement must be from a different owner or tenant. For attendance by 100 or more people, a Special Events Permit is required. Written consent of each property owner and/or tenant inside the barricaded area must be attached. Traffic Control Plans are required for block parties. Applicant must provide signs and devices per the Manual or Uniform Traffic Control Devices (MUTCD–Chapter 6).		
	<input type="checkbox"/> <b>Parade</b> <input type="checkbox"/> <b>Run</b> <input type="checkbox"/> <b>Walk</b> – Requires Traffic Control Plan for each.		
	<input type="checkbox"/> <b>Sidewalk Sale</b>		
	<b>TYPE B PERMIT: \$38</b>		
	<input type="checkbox"/> <b>Awning/Banner</b>		
	<b>TYPE C PERMIT: \$38</b>		
	<input type="checkbox"/> <b>Mobile Food Vendor (Food Truck)</b>		
	<input type="checkbox"/> <b>POD Unit</b>		
	<b>TYPE D PERMIT: \$679   TYPE E: \$2,719</b>		
<input type="checkbox"/> <b>Fence, Retaining Wall (Type D)</b>			
<input type="checkbox"/> <b>Street Mural (Type D)</b> – Requires mural design drawing and Traffic Control Plan.			
<input type="checkbox"/> <b>Long-Term Right-of-Way (Type D or E)</b> – Provide a description of object with dimensions and design drawings.			

<b>Use Dates:</b>	<b>From:</b>		<b>To:</b>	
<b>Use Times:</b>	<b>From:</b>		<b>To:</b>	

<b>Permittee:</b>	<ol style="list-style-type: none"> <li>1. Is responsible for complying with Vancouver Municipal Code requirements and any applicable state and federal law. VMC 11.060</li> <li>2. <b>Must allow 20 ft. access for emergency vehicle access at all times.</b></li> <li>3. Understands that any street use permit that authorizes conduct in violation of any Vancouver municipal Code provision or other applicable law is void</li> <li>4. Accepts sole responsibility for any loss, injury, or damage resulting from the issuance of a void permit.</li> </ol>
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Applicant signature: \_\_\_\_\_

Print name:	Date:
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Owner signature  
(If different than applicant): \_\_\_\_\_

Print name:	Date:
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**BELOW TO BE COMPLETED ONLY BY CITY OF VANCOUVER**

<b>Approved by City of Vancouver:</b>				
_____				Date: _____
<input type="checkbox"/> Map	<input type="checkbox"/> Police	<input type="checkbox"/> Fire	<input type="checkbox"/> C-Tran	<input type="checkbox"/> Insurance
<input type="checkbox"/> Traffic Control Approved			<input type="checkbox"/> Block Party / Required Signatures	