

## APPLICATION PROCESS FOR UTILITY RIGHT OF WAY PERMITS

### Email Procedures:

- All emails should go to: [pcutilrowpermit@co.pierce.wa.us](mailto:pcutilrowpermit@co.pierce.wa.us).
- All Class B, Class C, and Class D Permits must be printed, signed by a franchise employee authorized to permit (to include plans and appropriate traffic control plans), scanned and attached to an email.
- E-Signatures will **not** be accepted.
- The subject of the email should specify if it is a **Class B Notification**, a **Class C Permit**, a **Class D permit**, an **Emergency Permit**, an **activation form**, or a **completion contact**; it should also include a **work order number** and **location**. (Example: Class B Completion - 10107xxxx - 1xxth St E)

### FAX Procedures:

- All permits submitted by FAX should be sent to (253) 798-4903.
- All Class B, Class C, and Class D Permits must be signed by a franchise employee authorized to permit.

### Class B Notifications:

We will continue to make copies for Class B Notifications. **Class B Notifications will need to be submitted by 3:00 PM for work to begin the next day.**

### Class C and Class D Permits:

In an effort to remain green, Pierce County will make copies of permits containing three plan sheets including the Traffic Control Plans. **If the plans are more than five (5) sheets, the franchise must provide three (3) sets of the plans.**

- Large plans will need to be mailed so please allow sufficient time for submitting the permits.
- Please continue to send pdfs for scanning purposes.
- **Class C and Class D permits must be activated by 8:30 AM the day before work begins.**

### Activations and Completions Policies:

Activations and completions will remain the same. Emails, faxes, and calls will be acceptable for activations and completions. Please notify the Utility Permit Office when work is completed.

### Return Procedures:

**Permits will not be returned by email** - they will be mailed or they will be made available for pick-up at the Annex.

### Questions?

Please call Sharon Pybas at (253) 798-4824 or email at [pcutilrowpermit@co.pierce.wa.us](mailto:pcutilrowpermit@co.pierce.wa.us).