APPLICATION PROCESS FOR UTILITY RIGHT OF WAY PERMITS

Email Procedures:

- All emails should go to: 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.