Q: Do I need a permit to temporarily close a public road, lane or shoulder?
A: Yes. Under Snohomish County Code (SCC) Title 13, all construction activities such as utilities installation, plat road construction and frontage improvements must get a Right-of-Way Use/Traffic Control Permit from Snohomish County Public Works. This Type “B” permit is issued by the Public Works Customer Service Center (CSC) in conjunction with the Type “D” Right-of-Way Use Permit for Construction issued by Planning and Development Services (PDS).

Q: What information do I need to provide for application review?
A: Several pieces of information are needed:
- Construction plans for the work requiring traffic control (i.e. sewer, water and frontage improvement plan sheets)
- Vicinity map (can be on construction plan set)
- Right-of-way construction permit number issued by PDS
- Proof of insurance for the company actually performing the work in the right-of-way.
- Traffic control plan—see specifics below

Q: What traffic information do I need to supply with my application?
A: A detailed traffic control plan (TCP) must be provided with the application and shall include the following details:
- Work site in relation to the public right-of-way
- Intersecting roadways
- Existing facilities (i.e. utilities, pedestrian, signals, etc.)
- Signs, delineation devices (i.e. cones, barricades, etc.) and flagger locations
- Detour plan for full road closures

(continued on back)
Q: What type of conditions or requirements might I expect on an approved permit?
A: A permit is issued for specific dates and times of use. Included with the approved permit is an approved traffic control plan showing proper spacing of signage and flaggers (if necessary) and conditions and requirements for use of the right-of-way.

The permittee may be required to contact emergency services, school districts and others providing services in the vicinity of the proposed road/lane/shoulder closure.

Please note that hours allowed vary depending on road classification, other work in the area, school transportation hours and time of year.

Q: How much does a Traffic Control/Right-of-Way permit cost?
A: Permit fees for road, lane, or shoulder closures are:

- Application fee (non refundable) ...............$50
- Permit fee ............................................$120
- Total fee .............................................$170

Payment may be made by cash or check. Credit cards are not accepted at this time.

Q: How long can I expect the permit process to take?
A: The time for issuance of a permit will rely on the accuracy of the submitted documentation and compliance with the MUTCD. If all documentation is submitted in order, a PDS construction permit has been issued, and insurance information for the contractor performing the work is on file, most lane and shoulder closures can be reviewed by counter staff within a few days.

Full road closures require more time to process and a five-day advance notification for the public and affected services.

Q: Where can I apply for a permit?
A: Your signed application, traffic information and necessary documents may be submitted to Snohomish County Public Works in person or by mail (see below).

Q: How do I get more information?
A: For road/lane/shoulder closure permit information, call Snohomish County Public Works.

For an application for a Right-of-Way Use Permit for Traffic Control and generic two-lane traffic control plan, check online at www.snoco.org, search “Type B Permits.”

Visit: Customer Service Center
Snohomish County Public Works
2nd floor, Admin-East Bldg.
3000 Rockefeller Avenue, M/S 607
Everett, WA 98201
8 a.m.-5 p.m.; closed 12-1 p.m. for lunch

Call: 425-388-6453

Email: contact.pwcustomerservicecenter@snoco.org