



Snohomish County Public Works
Transportation & Environmental Services
Customer Service Center
3000 Rockefeller Ave MS 607
Everett, WA 98201
425-388-6453

RIGHT OF WAY PERMIT APPLICATION SUBMITTAL CHECKLIST

Type A Permits – Fun Run/Parade

Submit all documents a minimum of 60 Days Prior to the event to:

Contact.PWCustomerServiceCenter@snoco.org

Please allow two weeks for project review and insurance approval.

Incomplete applications will be returned.

Each application should be **submitted in one email** and must include the following documents as **separate** pdf files:

- Completed Right of Way Use Permit Application
- Narrative Description of Proposed Event
- Detailed map of your Fun Run/Parade with road names or designations clearly marked.
- Proof of Insurance (See attached two-page sample. Both pages are required)
[..\Type B Permit\Certificate of Liability Insurance - Sample.pdf](#)

Per Title 13.110.020 permit fee schedule is:

\$165.00 when Application is received more than 60 days prior to the event

\$215.00 when Application is received between 30 to 59 days prior to the event

\$250.00 when Application is received less than 30 days prior to the event

You will receive a response to your email with instructions for Payment by credit card. To meet our Fiscal responsibilities, **prompt payment within 48 hours**, is appreciated. Your application will be processed after payment is received.