



SNOW REMOVAL OBSTRUCTION CHECKLIST

Right of Way Obstruction Permit Application Checklist

- A licensed and bonded contractor is required to be able to perform work in the City's right of ways.
- A current City business license is required.
- A minimum of a \$10,000 bond is required to be submitted to perform the work.
- Have the dates and times of the obstruction ready.
- A list of streets snow will be removed from.
- Have the contractor's UBI number ready for the application process. What is a UBI number? A UBI number is a **Washington State Unified Business Identifier**. A UBI number is a 9-digit number that registers you with several state agencies and allows you to do business in Washington State.

Submittal Requirement in PDF Format

- Traffic Control Plan meeting the standards in the Manual on Uniform Traffic Control Devices (MUTCD)
- Scope of Work Letter

Upload digital submittals after application has been submitted on the portal.