

# Franchise Utility Application

Development Services  
333 S. Meridian  
Puyallup, WA 98371  
Phone: 253-864-4165  
[www.cityofpuyallup.org](http://www.cityofpuyallup.org)



## Application Fees

- Franchise Utility Application Fee: \$80
- Franchise Review Fee: \$110
- Franchise Inspection Fee: \$180
- Traffic Control Plan Permit Fee: \$50
- Traffic Control Plan Review Fee: \$40
- Open Cut Charge: \$70
- Concrete Work: \$130
- Tree removal from ROW: \$50

Effective Per 4/1/23 [City of Puyallup Fee Schedule](#)

A Franchise Utility Application is required for projects proposing private utility work within the City of Puyallup public right of way including utility poles, gas, power, communication lines, cross bore inspections, etc.

## Submittal Instructions

- 1 Create an account at <https://permits.puyallupwa.gov/Portal/Account/Register> or Sign into the [CityView Portal](#)
- 2 Select "Apply for an Engineering Permit"
- 3 From the *Choose Application Type* drop down list, select "Franchise Utility Permit". Fill out all sections of the online form and upload all required documents. Note: Failure to upload all the required documents for Step 7 *Upload Files* may delay the processing of your application.

## Applicant Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Contractor Information

Company Name: \_\_\_\_\_

Site Manager Name: \_\_\_\_\_ Site Manager Phone #: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

24-Hour Emergency Contact Phone #: \_\_\_\_\_

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## Project Information

Site Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Estimated project duration (in hours): \_\_\_\_\_

## Job Description

Private Utility Job Number for Reference: \_\_\_\_\_

Job Description (Include the type of work proposed and impacts to public right-of-way):

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- Will this project include a hard surface open cut in the right of way? Yes ☐ or No ☐
- Per RCW 19.27, projects that are within 100' of a pipeline easement or right-of-way must notify the "transmission pipeline companies". Is this project within 100' Williams Gas Pipeline? Yes ☐ or No ☐

## Submittal Checklist

- Use the check boxes below to ensure the following documents are submitted as applicable at the time of application
  - ☐ 1. Completed and Signed Franchise Utility Application
  - ☐ 2. [Site Plan](#)
  - ☐ 3. [Traffic Control Plan\(s\)](#) (See additional Traffic Control Standards [here](#))
  - ☐ 4. Details and specifications for New Facilities (Such as cabinets, vaults, handholes, pedestals, etc.)

## Certification

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete.

Signature of Applicant:  Date: \_\_\_\_\_