

Permit, License, Certification, and ID Card Catalog

Department of Transportation

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220-018 Roadside Vegetation Permit

Washington State Department of Transportation

Type: Permit

ID: 2496

Description

Allows abutter to install and maintain roadside vegetation on State ROW. Supports work in WSDOT rights of way to perform work to establish vegetation.

Legal authority

RCW 47.40.030 - 060 <https://app.leg.wa.gov/rcw/default.aspx?cite=47.40>

Equity considerations:

The webpage is setup to support the most common language needs. We follow the current statutes and support Title VI efforts.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

n/a

Legal authority for fees:

n/a

Application Information

Application process and form(s):

DOT Form 220-019 Application for Roadside Vegetation Permit <https://wsdot.wa.gov/publications/fulltext/forms/220-019.pdf>

Requirements, additional actions, information, or documentation:

Customer reaches out to WSDOT via email, the appropriate application form, including the fee, plans, traffic data, and access connection information submitted to the department for review. After review, application is either denied or accepted. If denied, the department must notify the applicant in writing stating the reasons, and the applicant will have thirty (30) days to submit a revised application. Once the application is approved and the permit is issued, the applicant may begin construction.

Dependencies, conditions, or requirements:

Once construction is complete work in right-of-way is inspected.

Submittal process:

The Applicant emails completed form to Regional Contact. Supporting Website: <https://wsdot.wa.gov/business-wsdot/highway-access-requests-training/development-services>

Application/Submittal last updated:

00/2015

Review/Approval time:

13 days

Valid duration:

1-5 years

Appeal process:

Local Court Appeal

Analysis

Applications received:

7

Average processing time (all):

36

Average processing time (completed):

13

Legal processing time:

3-4 Weeks

Streamlining opportunities:

Applicants (large and small) struggle with securing surety/insurance. E.g. they want to do something other than what WSDOT can accept. This process will be analyzed further to determine what is needed to close the gap from current processing time to our recommended processing time.

Pending applications:

1

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

9

Recommended processing time:

21

Explanation:

The applicant is collecting the necessary documents and/or approvals to complete the permit. Regional design and construction review workload.

224-005 Access Connection Permit

Washington State Department of Transportation

Type: Permit

ID: 2497

Description

Allows abutter to install and maintain an access connection to the State roadway.

Legal authority

RCW 47.50 & WAC 468.51-150

<https://app.leg.wa.gov/rcw/default.aspx?cite=47.50><https://app.leg.wa.gov/WAC/default.aspx?cite=468-51>

Equity considerations:

The webpage is setup to support the most common language needs. We follow the current statutes and support Title VI efforts.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

never

Comment:

Design Review and Construction Inspection Cost Varies\$50 - \$4,000Varies per Project

Legal authority for fees:

RCW 47.50 & WAC 468.51-150

<https://app.leg.wa.gov/rcw/default.aspx?cite=47.50><https://app.leg.wa.gov/wac/default.aspx?cite=468-51-150>

Application Information

Application process and form(s):

DOT Form 224-694 Application for Access Connection Permit Managed Access Highways
Only<https://wsdot.wa.gov/publications/fulltext/forms/224-694.PDF>

Requirements, additional actions, information, or documentation:

Customer reaches out to WSDOT via email, the appropriate application form, including the fee, plans, traffic data, and access connection information submitted to the department for review.After review, application is either denied or accepted. If denied, the department must notify the applicant in writing stating the reasons, and the applicant will have thirty (30) days to submit a revised application.Once the application is approved and the permit is issued, the applicant may begin construction.

Dependencies, conditions, or requirements:

Once construction is complete work in right-of-way is inspected.

Submittal process:

The Applicant emails completed form to Regional Contact.Supporting Website: <https://wsdot.wa.gov/business-wsdot/highway-access-requests-training/development-services>

Application/Submittal last updated:

00/2015

Review/Approval time:

20 days

Valid duration:

As long as the use of the access does not change the Permit is active.

Appeal process:

Settlement or Adjudicated HearingRCW 47.50, WAC Ch 468-10-520, 468-51, 468-52, and RCW 34.05

Applications received:

148

Average processing time (all):

28

Average processing time (completed):

20

Legal processing time:

3-4 Weeks

Streamlining opportunities:

* Approval of TCPs can take a lot of time, need more Traffic Review staff* Updated software/program* ACP applications often get held up in each county's specific subdivision process. E.g. we have to wait for applicant to provide final plat or easement before we can finalize permit. This process will be analyzed further to determine what is needed to close the gap from current processing time to our recommended processing time.

Pending applications:

8

Backlog applications:

8

Explanation:

The applicants are collecting the necessary documents and/or approvals to complete the permit. Regional design and construction review workload.

Average time between approval and any post-approval condition(s)/step(s):

26

Recommended processing time:

21

224-006 Access Connection Permit (Existing)

Washington State Department of Transportation

Type: Permit

ID: 2498

Description

Allows abutter to document their existing access connection to the State roadway. (grandfathered)

Legal authority

RCW 47.32, 47.44, 47.50 & WAC 468.51, 468.52

<https://app.leg.wa.gov/rcw/default.aspx?cite=47.32><https://app.leg.wa.gov/RCW/default.aspx?cite=47.44><https://app.leg.wa.gov/RCW/default.aspx?cite=47.50><https://app.leg.wa.gov/WAC/default.aspx?cite=468-51><https://app.leg.wa.gov/WAC/default.aspx?cite=468-52>

Equity considerations:

The webpage is setup to support the most common language needs. We follow the current statutes and support Title VI efforts.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

n/a

Legal authority for fees:

n/a

Application Information

Application process and form(s):

DOT Form 224-694 Application for Access Connection Permit Managed Access Highways Only
DOT Form 224-694 Application for Access Connection Permit Managed Access Highways Only

Requirements, additional actions, information, or documentation:

Customer reaches out to WSDOT via phone and/or email, the appropriate application form, including the fee, plans, traffic data, and access connection information is submitted to the department for review.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The Applicant emails completed form to Regional Contact. Supporting Website: <https://wsdot.wa.gov/business-wsdot/highway-access-requests-training/development-services>

Application/Submittal last updated:

00/2015

Review/Approval time:

14 days

Valid duration:

As long as the use of the access does not change the grandfathered use is active.

Appeal process:

Settlement or Adjudicated Hearing RCW 47.50, WAC Ch 468-10-520, 468-51, 468-52, and RCW 34.05

Analysis

Applications received:

4

Average processing time (all):

14

Average processing time (completed):

14

Legal processing time:

3-4 Weeks

Streamlining opportunities:

Occasional refresh of information to stay updated on use and standards

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

10

Recommended processing time:

21

224-008 Access Wireless Communication Site Permit (PDF)

Washington State Department of Transportation

Type: Permit

ID: 2499

Description

Allows permit holder to install and maintain a wireless communication tower on State ROW.

Legal authority

RCW 47.52.220 <https://app.leg.wa.gov/rcw/default.aspx?cite=47.52.220>

Equity considerations:

The webpage is setup to support the most common language needs. We follow the current statutes and support Title VI efforts.

Costs/Fees

Application fee:

500

Credential fee:

0

Fee last changed:

never

Comment:

By Statute WAC 468-51-080 (3)(b)(vi)

Legal authority for fees:

WAC 468-51-080 (3)(b)(vi) <https://app.leg.wa.gov/WAC/default.aspx?cite=468-51-080>

Application Information

Application process and form(s):

DOT Form 224-009 Application for Type F Access - Wireless Communication Site For Limited Access State Routes
Only <https://wsdot.wa.gov/publications/fulltext/forms/224-009.pdf>

Requirements, additional actions, information, or documentation:

Customer reaches out to WSDOT via email, the appropriate application form, including the fee, plans, traffic data, and access connection information submitted to the department for review. After review, application is either denied or accepted. If denied, the department must notify the applicant in writing stating the reasons, and the applicant will have thirty (30) days to submit a revised application. Once the application is approved and the permit is issued, the applicant may begin construction.

Dependencies, conditions, or requirements:

Once construction is complete work in right-of-way is inspected.

Submittal process:

The Applicant emails completed form to Regional Contact. Supporting Website: <https://wsdot.wa.gov/business-wsdot/highway-access-requests-training/development-services>

Application/Submittal last updated:

00/2015

Review/Approval time:

14 days

Valid duration:

5 years

Appeal process:

Local Court Appeal

Analysis

Applications received:

0

Average processing time (all):

0

Average processing time (completed):

0

Legal processing time:

3-4 Weeks

Streamlining opportunities:

Occasional refresh of information to stay updated on use and standards

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

21

224-036 Subterranean Monitoring Devices Permit

Washington State Department of Transportation

Type: Permit

ID: 2500

Description

Allows permit holder to install and maintain a subterranean monitoring device on State ROW. Supports development by permitting wells and other devices on WSDOT rights of way when dictated by existing conditions such as ground water monitoring or geotechnical engineering.

Legal authority

Dept. Of Ecology

Equity considerations:

The webpage is setup to support the most common language needs. We follow the current statutes and support Title VI efforts.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

n/a

Legal authority for fees:

n/a

Application Information

Application process and form(s):

DOT Form 224-036 Permit for Subterranean Monitoring Devices <https://wsdot.wa.gov/publications/fulltext/forms/224-036.pdf>

Requirements, additional actions, information, or documentation:

Customer reaches out to WSDOT via email, the appropriate application form, including the fee, plans, traffic data, and access connection information submitted to the department for review. After review, application is either denied or accepted. If denied, the department must notify the applicant in writing stating the reasons, and the applicant will have thirty (30) days to submit a revised application. Once the application is approved and the permit is issued, the applicant may begin construction.

Dependencies, conditions, or requirements:

Once construction is complete work in right-of-way is inspected.

Submittal process:

The Applicant emails completed form to Regional Contact. Supporting Website: <https://wsdot.wa.gov/business-wsdot/highway-access-requests-training/development-services>

Application/Submittal last updated:

00/2015

Review/Approval time:

17 days

Valid duration:

The Permit is active for the life of the well which may be up to 5 years

Appeal process:

Local Court Appeal

Analysis

Applications received:

7

Average processing time (all):

17

Average processing time (completed):

16

Legal processing time:

3-4 Weeks

Streamlining opportunities:

Occasional refresh of information to stay updated on use and standards

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

6

Recommended processing time:

21

224-698 Application for General Permit

Washington State Department of Transportation

Type: Permit

ID: 2501

Description

Allows abutter to install and maintain frontage improvements on State ROW. General permits are a form of agreement for documenting terms for allowing work to be done on state right of way. This form can serve multiple uses.

Legal authority

RCW 47.50.060 <https://app.leg.wa.gov/rcw/default.aspx?cite=47.50.060>

Equity considerations:

The webpage is setup to support the most common language needs. We follow the current statutes and support Title VI efforts.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

n/a

Legal authority for fees:

n/a

Application Information

Application process and form(s):

WSDOT Form 224-698 General Permit (Application and Permit)<https://wsdot.wa.gov/publications/fulltext/forms/224-698.PDF>

Requirements, additional actions, information, or documentation:

Customer reaches out to WSDOT via email, the appropriate application form, including the fee, plans, traffic data, and access connection information submitted to the department for review. After review, application is either denied or accepted. If denied, the department must notify the applicant in writing stating the reasons, and the applicant will have thirty (30) days to submit a revised application. Once the application is approved and the permit is issued, the applicant may begin construction.

Dependencies, conditions, or requirements:

Once construction is complete work in right-of-way is inspected.

Submittal process:

The Applicant emails completed form to Regional Contact. Supporting Website: <https://wsdot.wa.gov/business-wsdot/highway-access-requests-training/development-services>

Application/Submittal last updated:

00/2015

Review/Approval time:

19 days

Valid duration:

1-5 years

Appeal process:

Local Court Appeal

Analysis

Applications received:

279

Average processing time (all):

19

Average processing time (completed):

13

Legal processing time:

3-4 Weeks

Streamlining opportunities:

* Approval of TCPs can take a lot of time, need more Traffic Review staff* Quality of traffic control plans and other submittals often result in several review iterations. E.g. discrepancy between what WSDOT standards will allow and what applicant is willing to do.

Pending applications:

8

Backlog applications:

8

Average time between approval and any post-approval condition(s)/step(s):

13

Recommended processing time:

21

Explanation:

The applicants are collecting the necessary documents and/or approvals to complete the permit. Regional design and construction review workload.

Aggregate Source Approval

Washington State Department of Transportation

Type: Certification

ID: 2534

Description

The purpose is to ensure aggregate used on WSDOT construction projects meets a minimum level of quality. The ASA database contains the results of WSDOT preliminary testing of aggregate from the aggregate sources.

Legal authority

WSDOT Standard Specification Section 1-06.1(3) Aggregate Source Approval (ASA) Database notes that the ASA database contains the results of WSDOT preliminary testing of aggregate sources.<https://www.wsdot.wa.gov/publications/manuals/fulltext/m41-10/ss.pdf>

Equity considerations:

n/a

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

07/2021

Comment:

Varies with sampling and testing required, ranges from approximately \$400 To approximately \$10,000No Late Fee. Costs are estimated to reimburse WSDOT for actual costs of processing, sampling and testing aggregate materials. After work is completed actual WSDOT costs are totaled and invoiced billed to the requestor for the actual cost of work performed.

Legal authority for fees:

WSDOT Standard Specifications Section 1-06.1(3) require contractors to use approved aggregate materials. Contractors can chose from aggregate sources listed in the aggregate source approval database or submit alternative materials for approval. The stan

Application Information

Application process and form(s):

<https://wsdot.wa.gov/engineering-standards/construction-materials/aggregate-source-approval>

Requirements, additional actions, information, or documentation:

1. To initiate submittal process contact the ASA Engineer by email at ASA@WSDOT.WA.GOV or by phone at 360-709-5442.
2. Once the Letter and Scope of Work Budget Estimate is received, the requestor is required to contact the State Materials Lab Business section to establish a "Statewide Vendor Number" and sign the "Reimbursable Agreement for State Materials Lab Materials Evaluation Program" contract. Sampling and testing cannot occur until these documents are submitted to the State Materials Lab Business Section and approved.
3. Invoices will be generated and sent to the requestor during the evaluation. Once receiving an invoice, you are required to pay the full invoice amount.
4. Once the invoice is received, online payments by credit card can be made by WSDOT's Materials Evaluation Program (MEP), which is accessible via Secure Access Washington (SAW) at <https://secureaccess.wa.gov>. For online payment instructions, please visit: <https://wsdot.wa.gov/engineering-standards/construction-materials/materialsevaluation-program>.
5. The "Statewide Vendor Number" and the signed "Reimbursable Agreement for State Materials Lab Materials Evaluation Program" is received and processed by the WSDOT Materials Laboratory Business Section.
6. Once the signed Reimbursable Agreement is accepted and the Work Order created, the Department will sample and test the stockpile of materials. A minimum 10-ton stockpile of materials is required, and the sampling will be done in accordance with WSDOT SOP 128 Sampling for Aggregate Source Approval.
7. Sample will be transported to the State Materials Laboratory for testing.
8. The Aggregate source shall contact the ASA Engineer at the Materials Quality Assurance (MQA) Section, State Materials Laboratory, to make a request to be resampled on the interval established by the Department, up to a maximum interval of five years.
9. Once testing has concluded, the results will be posted on the ASA website and a final letter with a copy of the ASA report will be sent to the requestor.

Dependencies, conditions, or requirements:

n/a

Submittal process:

Contacting the ASA engineer by emailing asa2@wsdot.wa.gov or calling is the first step to initiate the evaluation process. Once

contact is made, the ASA engineer will create an ASA number which is the unique identifier for the evaluation and then email th

Application/Submittal last updated:

07/2021

Review/Approval time:

2days -2 weeks

Valid duration:

Up To 5 Years

Appeal process:

If materials testing of aggregate results in failing test results the source can request a new evaluation and go through the entire evaluation process again.

Analysis

Applications received:

171

Average processing time (all):

89

Average processing time (completed):

83

Legal processing time:

n/a

Streamlining opportunities:

The current processing time could be reduced if changes to the work order establishment process could be implemented, but reduction to the testing time is not realistic due to limitations with testing equipment and staff availability.

Pending applications:

36

Backlog applications:

0

Explanation:

36 ASAs from 2024 are in process. 22 samples are in various stages of testing at the state materials lab. 10 are waiting for the IAI to sample. 3 pending work order setup. 1 has the initial package to the source. The current backlog is due to an influx o

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

75

Aircraft Registration

Washington State Department of Transportation

Type: Certification

ID: 2495

Description

The department has general supervision over aeronautics within this state. It is empowered and directed to encourage, foster, and assist in the development of aeronautics in this state and to encourage the establishment of airports and air navigation facilities. (RCW 47.68.070.) The revenue generated from these certificates are used for items to include safety, maintenance, and development of aeronautics in the state.

Legal authority

RCW 47.68, RCW 82.48, RCW 82.08<https://app.leg.wa.gov/rcw/default.aspx?cite=47.68><https://app.leg.wa.gov/rcw/default.aspx?cite=82.48><https://app.leg.wa.gov/rcw/default.aspx?cite=82.08>

Equity considerations:

n/a

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

Comment:

Type of aircraft / Registration fee
Single engine fixed wing \$50
Small multi-engine fixed wing \$65
Large multi-engine fixed wing \$80
Turboprop multi-engine fixed wing \$100
Turbojet multi-engine fixed wing \$125
Helicopter \$75
Sailplane \$20
Lighter than air \$20
Home built \$20
(b) The amount of tax imposed by this chapter for each calendar year with respect to aircraft owned and operated by a commuter air carrier that is not an airplane company as defined in RCW 84.12.200 is as follows:
Gross maximum take-off weight of the aircraft / Registration fee
Less than 4,001 lbs. \$500
4,001-6,000 lbs. \$1,000
6,001-8,000 lbs. \$2,000
8,001-9,000 lbs. \$3,000
9,001-12,500 lbs. \$4,000
RCW 47.68.250: Every aircraft, inclusive of commercial unpiloted aircraft systems, must be registered with the department for each calendar year in which the aircraft is operated or is based within this state. A fee of fifteen dollars is charged for each such registration and each annual renewal thereof. There are exemptions to registration listed under this RCW. For accounts 60 days in arrears, there is a \$100 late fee (per aircraft) assessed.

Legal authority for fees:

RCW 47.68.250 and 82.48.030. <https://app.leg.wa.gov/RCW/default.aspx?cite=47.68.250>;
<https://app.leg.wa.gov/RCW/default.aspx?cite=82.48.030>

Application Information

Application process and form(s):

The application can be found on the WSDOT Travel site, under Aviation, Pilots & aircraft, and Register an aircraft.
<https://wsdot.wa.gov/travel/aviation/pilots-aircraft/register-aircraft>

Requirements, additional actions, information, or documentation:

1. Notifications/invoices are emailed/mailed to customers. 2. Aircraft owners can log into SecureAccess WA to get to their account to make updates and electronic credit card payments. Customers may also mail a check, or pay in person with cash or check. If payment is received electronically, the registration is available right away. 3. If payment is made with cash or check, it is processed and applied to the customer's aircraft (account) then the registration is available. 4. Customers may print their aircraft registration, download it, or have WSDOT Aviation print and mail it.

Dependencies, conditions, or requirements:

Customers may print their aircraft registration, download it, or have WSDOT Aviation print and mail it.

Submittal process:

A person can register an aircraft online, <https://secureaccess.wa.gov/myAccess/saw/select.do>, and pay through Secure Access Washington (SAW) or can mail their application to WSDOT Aviation, PO Box 47361, Olympia, WA 98504 with their check or money order.

Application/Submittal last updated:

Review/Approval time:

7 days

Valid duration:

1 calendar year

Appeal process:

Any person aggrieved by an order of the department or by the grant, denial, or revocation of an approval, license, or certificate may have the action of the department reviewed by the courts of this state under chapter 34.05 RCW.

Analysis

Applications received:

7481

Average processing time (all):

14

Average processing time (completed):

7

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

7

Legal processing time:

n/a

Streamlining opportunities:

Last streamlined October 2019. To reduce incomplete applications or incorrect payments, the system would have to be completely electronic and not allow for the applicant to move forward unless all required fields are filled in appropriately and payments match what is in the system. There are two situations currently where payments are made by check rather than electronic SAW payments; aircraft owners have the inability to manage electronic processes or do not trust electronic payments. We suggest to not go totally electronic for aircraft registrations.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Bridge Inspection Team Leader Certification

Washington State Department of Transportation

Type: Certification

ID: 2502

Description

WSDOT is required to maintain a registry of certified bridge inspectors that qualify as Team Leaders as defined in the National Bridge Inspection Standards.

Legal authority

In accordance with Code of Federal Regulations, Title 23, Part 650, Subparts C and E. <https://www.ecfr.gov/current/title-23/chapter-I/subchapter-G/part-650>

Equity considerations:

The application is available on the WSDOT website.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

unknown

Comment:

n/a

Legal authority for fees:

n/a

Application Information

Application process and form(s):

WSDOT website: <https://wsdot.wa.gov/publications/fulltext/forms/234-100.PDF>

Requirements, additional actions, information, or documentation:

Bridge inspectors send a completed PDF application to Sonia Lowry (Local Programs Delegated Program Manager). Sonia reviews the application and verifies the applicant meets the requirements of the National Bridge Inspection Standards for a Team Leader. If approved, the applicants information is added to the webapp Bridge Inspector Certification System. A certificate is created in a filemaker pro form, printed to PDF, and emailed to the applicant.

Dependencies, conditions, or requirements:

n/a

Submittal process:

Emailed to sonia.lowry@wsdot.wa.gov

Application/Submittal last updated:

07/2024

Review/Approval time:

30 minutes

Valid duration:

5 years

Appeal process:

Anyone denied can resubmit or provide clarifying information or documentation.

Analysis

Applications received:

25

Average processing time (all):

30

Average processing time (completed):

30

Legal processing time:

n/a

Streamlining opportunities:

Build the certificate creation into the Bridge Inspector Certification System. This is already in-progress with the web app developers.

Pending applications:

4

Backlog applications:

4

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

30

Explanation:

Review/approval is a small piece of overall duties. Typically processed once per month.

Building Move Permit

Washington State Department of Transportation

Type: Permit

ID: 2508

Description

Permit to move a building.

Legal authority

WAC 468-38-360 <https://app.leg.wa.gov/WAC/default.aspx?cite=468-38-360>

Equity considerations:

This permit cannot be self-issued. The application must be sent to the regional WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

never

Comment:

Varies depending on excess weight greater than legal weight per RCW RCW 46.44.0941

Legal authority for fees:

RCW 46.44.0941 <https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/720-028.PDF>

Requirements, additional actions, information, or documentation:

Customers apply for permit at the local WSDOT Maintenance Area providing information necessary to review their application. The WSDOT Area office reviews their route considering their dimensions to ensure that the route requested can accommodate the move. The WSDOT Bridge Preservation office will review the request if there are excess weights that need additional analysis. The WSDOT Area Maintenance Office will notify WSDOT CVS once the review process is complete and the permit will be released to the requestor.

Dependencies, conditions, or requirements:

n/a

Submittal process:

Customers apply for permit at the local WSDOT Maintenance Area providing information necessary to review their application. <https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

14-43 days

Valid duration:

3 days

Appeal process:

Should someone disagree with a permit decision that has been made, they have the right to have the Permit Program Manager hear the issue and recommend a final order. To make such a request, submit the request in writing to: WSDOT Attn: Permit Program Manager PO Box 47367 Olympia, WA 98504-7367

Analysis

Applications received:

9

Average processing time (all):

10

Average processing time (completed):

10

Legal processing time:

14-43 days

Streamlining opportunities:

Time is dependent on content and quality of application package.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

10

Canadian Weights for SR 9 Heavy Haul Corridor

Washington State Department of Transportation

Type: Permit

ID: 2509

Description

Permit for Canadian weights for non-divisible loads from the border to Sumas on SR 9.

Legal authority

Agreement between the City of Sumas and WSDOT to allow for drivers to haul reducible loads with Canadian weights from the Canadian border into Sumas.

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

14

Fee last changed:

n/a

Comment:

Cost of permit per agreement.

Legal authority for fees:

n/a

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-020.pdf>

Requirements, additional actions, information, or documentation:

This permit type is a self-issued permit. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit. <https://www.esnoopipro.com/>

Application/Submittal last updated:

01/2009

Review/Approval time:

Instant

Valid duration:

1 year

Appeal process:

n/a

Analysis

Applications received:

327

Average processing time (all):

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

1

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Canadian Weights for US 97 Heavy Haul Corridor

Washington State Department of Transportation

Type: Permit

ID: 2510

Description

Permit for Canadian weights for non-divisible loads from the border to milepost 331.12 (Oroville Rail Yard) on US 97.

Legal authority

WAC 468-38-071 (4)<https://app.leg.wa.gov/wac/default.aspx?cite=468-38-071>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

1000

Fee last changed:

never

Comment:

Cost of permit per WAC 468-38-071 (4)

Legal authority for fees:

WAC 468-38-071 (4)<https://app.leg.wa.gov/wac/default.aspx?cite=468-38-071>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-020.pdf>

Requirements, additional actions, information, or documentation:

This permit type is a self-issued permit. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.<https://www.esnoopipro.com/>

Application/Submittal last updated:

09/2011

Review/Approval time:

Instant

Valid duration:

1 year

Appeal process:

n/a

Analysis

Applications received:

47

Average processing time (all):

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

1

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Collection Truck - Permit

Washington State Department of Transportation

Type: Permit

ID: 2523

Description

Allows 2 or 3-axle single units limited excess weight.

Legal authority

RCW 46.44.0941<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

never

Comment:

2 axle collection trucks, \$252 annually, 3 axle collection trucks, \$336 annuallyCost of permit per RCW.

Legal authority for fees:

RCW 46.44.0941<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-029.PDF>

Requirements, additional actions, information, or documentation:

This permit type is a self-issued permit. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.<https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

1 year

Appeal process:

n/a

Analysis

Applications received:

1318

Average processing time (all):

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

1

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Double Trailer - Permit

Washington State Department of Transportation

Type: Permit

ID: 2511

Description

Permit allowing divisible loads on a set of double trailers up to 68 ft of length.

Legal authority

RCW 46.44.0941, RCW

46.44.030<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941><https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.030>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

never

Comment:

\$10.00 per month, \$100.00 annualCost of permit per RCW 46.44.0941, RCW 46.44.030

Legal authority for fees:

RCW 46.44.0941<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-026.pdf>

Requirements, additional actions, information, or documentation:

This permit type is a self-issued permit. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.<https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

Monthly/Annual

Appeal process:

n/a

Analysis

Applications received:

10038

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

1

Average processing time (completed):

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Recommended processing time:

1

Double Trailer Milk - Permit

Washington State Department of Transportation

Type: Permit

ID: 2529

Description

Allows raw liquid milk on double trailers up to 85 ft. long and 129,000 lbs.

Legal authority

RCW 46.44.0941, <https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941> WAC 468-38-435
(3) <https://app.leg.wa.gov/wac/default.aspx?cite=468-38-435>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

300

Fee last changed:

never

Comment:

Cost of permit per RCW.

Legal authority for fees:

RCW 46.44.0941 <https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-026.pdf>

Requirements, additional actions, information, or documentation:

This permit type is a self-issued permit. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit. <https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

1 year

Appeal process:

n/a

Analysis

Applications received:

6

Average processing time (all):

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

1

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

E-Bike Retailer Rebate Program Registration

Washington State Department of Transportation

Type: Certification

ID: 2531

Description

Purpose of certification is stipulated in section (iv) and (v) of ESHB 1125 Sect 310: (iv) (A) The department must establish application procedures for e-bike retailers to participate in the rebate program. Section (V) A qualifying retailer must register with the department before participating in the rebate program.

Legal authority

ESHB 1125 Sect 310 iv and v <https://lawfilesexternal.wa.gov/biennium/2023-24/Pdf/Bills/House%20Bills/1125-S.E.pdf>

Equity considerations:

Comprehensive list of all bike shops across the state was created, bike shops were also surveyed using a google form with opportunities for translation if needed. Vendor then worked through the list to identify those which met the criteria of being able to sell and service e-bikes from a physical shop in the state and offered the chance to speak one on one with them about the program. Bike shops chose whether they want to join the program to be a participating partner. There are 2 trainings planned for prospective partners and Spanish language support available.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

n/a

Comment:

n/a

Legal authority for fees:

n/a

Application Information

Application process and form(s):

The website will have contact information if a bike shop owner wants to inquire about becoming registered.

Requirements, additional actions, information, or documentation:

1. Department compiles list of e-bike retailers with a physical presence in the state. 2. Department shares list with vendor who evaluates each e-bike shop to identify if they're still in business, if they meet all eligibility criteria, what kind of reviews they have about service, etc., then contacts those identified to invite participation. 3. E-bike shop choosing to participate provides their W-9. 4. Vendor reviews documentation within 10 days of receiving. They inform bike shop of approval for registration. Shop agrees to terms and conditions of participation and registers in the program portal with legal and DBA name, contact info, business and mailing address, Employer Identification Number (EIN; federal business tax classification W-9, and payment type (check or ACH). All outreach to invite shop participation is being conducted over 1 month and concludes 5 weeks before program launch. 5. Vendor supplies live virtual training and information to e-bike shops who need to be able to process rebate vouchers for reimbursement. Two staff from each bike shop must attend training to be eligible. 6. E-bike shop is considered certified for this program on completion of their attendance of 2 staff at the live trainings, and submission of documents from step 4. Vendor then informs e-bike shop via email they are registered for participation and places that shop on a public-facing list of certified retailers 2 weeks before the program launches.

Dependencies, conditions, or requirements:

n/a

Submittal process:

Bike shops contacted by our vendor APTIM have opportunity to ask questions about the process to make an informed decision as to whether they want to join the program. If they do they are then invited to attend the 2-session training. Bike shops can email

Application/Submittal last updated:

New program

Review/Approval time:

After receipt of relevant documents, the bike shop can be invited to training within 5 business days.

Valid duration:

Continuing until/unless revoked for failure to comply with requirements.

Appeal process:

n/a

Analysis

Applications received:

110

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

This is a new program. WSDOT estimates 110 bike shops may be eligible. 50 confirmed, 60 have not yet expressed interest as of 3/12/25. Department is using a proactive approach to invite participation and is keeping process steps to a minimum while ensuring fiscal stewardship of rebate funds. Timeline depends on requestor's application submission and completion of required training. As this process launches Department and vendor will track and address questions and apply lessons learned to improve the process, assuming the program receives ongoing funding in future biennia.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

Empty Apple Bins / Hay Bales Permit(s)

Washington State Department of Transportation

Type: Permit

ID: 2512

Description

Permit for empty apple bins that allows bins up to 15 ft in height. Permit for hay bales that allows hay bales up to 15 ft in height. Limited to a rancher hauling hay from their fields for use with their livestock.

Legal authority

WAC 468-38-071(2)(d)€<https://app.leg.wa.gov/wac/default.aspx?cite=468-38-071>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

never

Comment:

\$20.00 per month, \$240.00 annualCost of permit per RCW. Fee depends on the quarter it was issued.

Legal authority for fees:

RCW 46.44.0941<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-029.PDF>

Requirements, additional actions, information, or documentation:

These permit types are self-issued. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.<https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

Monthly/Annual

Appeal process:

n/a

Analysis

Applications received:

1057

Average processing time (all):

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

1

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Farm Implement - Permit

Washington State Department of Transportation

Type: Permit

ID: 2513

Description

Allows farm implements to be up to 19 ft. 11 in. wide on vehicles weigh less 65,000 lbs. A farm implement is equipment that directly affects the production of agricultural products. This permit is for farmers or businesses that sell, repair, or maintain the farm equipment. Farm implements are legal at 16 ft. wide.

Legal authority

WAC 468-38-290<https://app.leg.wa.gov/wac/default.aspx?cite=468-38-290>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

never

Comment:

\$10.00 per quarter if a farmer, \$25.00 per quarter if an implement dealer. \$25.00 annually if a farmer, \$100.00 annually if a farm implement dealer. Cost of permit per RCW.

Legal authority for fees:

RCW 46.44.0941<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-046.PDF>

Requirements, additional actions, information, or documentation:

These permit types are self-issued. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.<https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

Quarterly/Annual

Appeal process:

n/a

Analysis

Applications received:

125

Average processing time (all):

1

Average processing time (completed):

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Backlog applications:

0

Explanation:

n/a

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

Fish Passage and Stream Restoration Certification

Washington State Department of Transportation

Type: Certification

ID: 2539

Description

This training is intended to inform water resource practitioners on the purpose and process of fish passage barrier corrections as they relate to WSDOT roadway crossings. Participants must watch all module videos before seeking certification for this training.

Legal authority

Tied to the Culvert Injunction <https://wsdot.wa.gov/construction-planning/protecting-environment/fish-passage/federal-court-injunction-fish-passage>

Equity considerations:

Training was set up to be completed at an individual's own pace, such as self study courses. There is no charge to go through the material and no charge for the certification.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

n/a

Comment:

n/a

Legal authority for fees:

n/a

Application Information

Application process and form(s):

Hydraulics & hydrology training | WSDOT <https://wsdot.wa.gov/engineering-standards/project-management-training/training/hydraulics-hydrology-training#HighwayRunoffManualtrainingworkshops>

Requirements, additional actions, information, or documentation:

To receive a FPSRD certificate number, a participant is required to view all 16 module videos and pass a comprehensive exam and a FPSRD certification is provided

Dependencies, conditions, or requirements:

n/a

Submittal process:

The individual follows the instructions on the website to the location of the training material. An email address for questions is on the website. Hydraulics & hydrology training | WSDOT <https://wsdot.wa.gov/engineering-standards/project-management-trai>

Application/Submittal last updated:

00/2022

Review/Approval time:

n/a

Valid duration:

Certification term is indefinite unless there are updates to the training materials as such an updated Certification would be required

Appeal process:

n/a

Analysis

Applications received:

119

Average processing time (all):

1

Average processing time (completed):

1

Legal processing time:

n/a

Streamlining opportunities:

Average time to provide a certification once the exam is passed is less than 5 minutes
Working on transitioning to an eLearning format by 2025 that will be easy to update
3 days of training materials certification obtained after passing the exam.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

Fixed load - Permit

Washington State Department of Transportation

Type: Permit

ID: 2516

Description

An overweight permit for single units with 3 or 4 axles.

Legal authority

RCW 46.44.0941<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

never

Comment:

\$70.00 per month for a 3 axle fixed load, \$90 per month for a 4 axle fixed load. Cost of permit per RCW.

Legal authority for fees:

RCW 46.44.0941<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-026.pdf>

Requirements, additional actions, information, or documentation:

This permit type is a self-issued permit. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.<https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

Monthly

Appeal process:

n/a

Analysis

Applications received:

4264

Average processing time (all):

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

1

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Highway Runoff Manual Certification

Washington State Department of Transportation

Type: Certification

ID: 2538

Description

The Highway Runoff Manual (HRM) is WSDOT's primary source of stormwater planning and design requirements for highway-related work. The HRM training workshop is a certification course that is for WSDOT, local agencies, and consultants who do stormwater work on WSDOT Right of Way. This training is offered virtually each year in the Spring and Fall.

Legal authority

Tied to the NPDES permit <https://www.epa.gov/npdes/npdes-permit-basics>

Equity considerations:

Training is conducted twice a year, Spring and Fall though a virtual setting. There is no charge to attend the training and it is open to anyone.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

n/a

Comment:

n/a

Legal authority for fees:

n/a

Application Information

Application process and form(s):

Hydraulics & hydrology training | WSDOT <https://wsdot.wa.gov/engineering-standards/project-management-training/training/hydraulics-hydrology-training#HighwayRunoffManualtrainingworkshops>

Requirements, additional actions, information, or documentation:

Attend one of the virtual trainings in the Spring or Fall and as part of the training pass an exam at the final day of the training and a HRM certification is provided

Dependencies, conditions, or requirements:

n/a

Submittal process:

Per the website, once the training is scheduled the training dates are posted on the website or an email is sent to a list serve with the information on how to sign up. Per the website an individual can request to be on the HRM listserv to receive notice

Application/Submittal last updated:

07/1905

Review/Approval time:

n/a

Valid duration:

Certification term is indefinite unless there are updates to the training materials as such an updated Certification would be required

Appeal process:

n/a

Analysis

Applications received:

61

Average processing time (all):

1

Average processing time (completed):

1

Legal processing time:

n/a

Streamlining opportunities:

4 day training session certification obtained after passing the exam Working on transitioning to an eLearning format by 2026 that will be easy to update.

Pending applications:

0

Backlog applications:

0

Explanation:

n/a

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

Laboratory Qualification

Washington State Department of Transportation

Type: Certification

ID: 2533

Description

The Purpose is to comply with the requirements of 23 Code of Federal Regulations 637 Subpart B Quality Assurance Procedures for Construction that requires the Department of Transportations to have qualified laboratories.

Legal authority

WSDOT Construction Manual Requirement in Chapter 9-5.6 Qualified Laboratories - Meets the requirements of 23 Code of Federal Regulations 637 Subpart B Quality Assurance Procedures for Construction <https://wsdot.wa.gov/publications/manuals/fulltext/M41-01/Chapter9.pdf> <https://www.ecfr.gov/current/title-23/chapter-I/subchapter-G/part-637/subpart-B>

Equity considerations:

n/a

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

n/a

Comment:

n/a

Legal authority for fees:

n/a

Application Information

Application process and form(s):

<https://wsdot.wa.gov/engineering-standards/construction-materials/quality-assurance-program>

Requirements, additional actions, information, or documentation:

Remote review of electronic documentation

Dependencies, conditions, or requirements:

on-site performance review of testing.

Submittal process:

WSDOT Project Engineer Offices notify the Quality Systems Team of any testing laboratory being used on WSDOT projects.

Application/Submittal last updated:

01/2024

Review/Approval time:

There is not an application to review. After notification from WSDOT Project Engineer Office, the Quality Systems Team works with the private testing laboratory to review documents and schedule inspection.

Valid duration:

1-5 years

Appeal process:

Private testing laboratories can discuss deficiencies with WSDOT inspectors if there are concerns with findings.

Analysis

Applications received:

10

Average processing time (all):

90

Average processing time (completed):

90

Legal processing time:

n/a

Streamlining opportunities:

Further development of standards could streamline response, but laboratory responses to provide missing documentation, calibration records, tester certification documentation can cause delays.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

80

Log Tolerance - Permit

Washington State Department of Transportation

Type: Permit

ID: 2514

Description

Allows for weights over the federal bridge formula. 3-axle log truck pulling a 2-axle pole trailer. All permits expire March 31.

Legal authority

RCW 46.44.047<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.047>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

never

Comment:

\$12.50 per quarter, \$50.00 annually Cost of permit per RCW.

Legal authority for fees:

RCW 46.44.0941<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-029.PDF>

Requirements, additional actions, information, or documentation:

This permit type is self-issued. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.<https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

Quarterly/Annual

Appeal process:

n/a

Analysis

Applications received:

63

Average processing time (all):

1

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Manufactured Housing - Permit

Washington State Department of Transportation

Type: Permit

ID: 2515

Description

Dimensional only permit. Up to 15 ft. high, 15 ft. wide (include a 12-inch eave) and trailer length not to exceed 75 ft. (including tongue length).

Legal authority

RCW 46.44.170 <https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.170>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

never

Comment:

\$30 per month, \$360 annually Cost of permit per RCW.

Legal authority for fees:

RCW 46.44.0941 <https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-026.pdf>

Requirements, additional actions, information, or documentation:

This permit type is a self-issued permit. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit..

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit. <https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

Monthly/Annual

Appeal process:

n/a

Analysis

Applications received:

538

Average processing time (all):

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

1

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Motorist Information Sign (MIS)

Washington State Department of Transportation

Type: Permit

ID: 2503

Description

Motorist Information Signs (MIS) are installed along state highways to alert travelers to services available at or near a freeway interchange or a highway intersection.

Legal authority

RCW 47.36.310 <https://app.leg.wa.gov/rcw/default.aspx?cite=47.36.310>

Equity considerations:

The application is available on the WSDOT website.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

01/2006

Comment:

Varies depending on roadway type and Annual Average Daily Traffic (AADT) from \$364 to \$910 annually. Additonal \$115 per sign for logo replacement. Fee Zone 1: Freeways and expressways with 80,000 or more vehicles per day Fee Zone 2: Freeways and expressways with less than 80,000 vehicles per day Fee Zone 3: All other highways

Legal authority for fees:

WAC 468-70-070 <https://app.leg.wa.gov/WAC/default.aspx?cite=468-70-070>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/Operations/Traffic/Signs/MotoristInfo/Application/Create>

Requirements, additional actions, information, or documentation:

1. Requestor facility completes online application with information to indicate they meet program requirements. 2. Region representative (Rep) verifies facility meets requirements via online or in-person review. 3. If it's determined the facility meets requirements, Rep verifies there is existing sign space available to proceed with permit, else requestor is notified they will be placed on waitlist if none available. 4. If space is available, Rep issues Sign Specification Sheet, Permit Forms, and Invoice to requestor. 5. Requestor supplies WSDOT with logos approved by Rep, returns permit forms, and pays invoice.

Dependencies, conditions, or requirements:

Once logos are received and paperwork/payment has been made, WSDOT installs logos on MIS panel. Reviews of facility post permit are done when concern/complaints are received.

Submittal process:

Requestor facility completes online application with information to indicate they meet program requirements.

<https://wsdot.wa.gov/Operations/Traffic/Signs/MotoristInfo/Application/Create>

Application/Submittal last updated:

07/2018

Review/Approval time:

Time frame from application to installation can take 1 month to 9 months

Valid duration:

1 year

Appeal process:

Should someone disagree with a permit decision that has been made, they have the right to have the Washington State Traffic Engineer hear the issue and recommend a final order. To make such a request, submit the request in writing

Analysis

Applications received:

375

Average processing time (all):

120

Average processing time (completed):

180

Legal processing time:

up to 9 months

Streamlining opportunities:

Timelines are driven by workload of MIS reps (how many applications they're processing and other job duties), responses/follow-through by requestors, and workload/priorities of sign crews. Timelines are also driven by the number of available spaces on existing signs. If no space is available, the application is held until a space becomes available.

Pending applications:

271

Backlog applications:

271

Explanation:

Regions are currently working through all pending requests to move forward those that are responsive and close out those that are not.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

180

Non-Divisible Load - Permit

Washington State Department of Transportation

Type: Permit

ID: 2517

Description

Dimensional only permit. Up to 14 ft. wide, 15 ft. high and up to 125 ft. of length. Length depends on combination type.

Legal authority

RCW 46.44.0941<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

never

Comment:

\$10.00 per month for overlength dimension. \$20.00 per month for over width and/or over height dimension. Cost of permit per RCW.

Legal authority for fees:

RCW 46.44.0941<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-026.pdf>

Requirements, additional actions, information, or documentation:

This permit type is a self-issued permit. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit..

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.<https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

Monthly/Annual

Appeal process:

n/a

Analysis

Applications received:

13941

Average processing time (all):

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

1

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Outdoor Advertising Control

Washington State Department of Transportation

Type: Permit

ID: 2504

Description

Permit to install Type 4/5 off-premise signs and Type 8 temporary agriculture signs.

Legal authority

RCW 47.42.120 <https://app.leg.wa.gov/rcw/default.aspx?cite=47.42.120>

Equity considerations:

The WSDOT website contains the information for the Outdoor Advertising Control and the contact information.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

07/2014

Comment:

New Type 4/5 Off-Premise Sign: \$150.00 per sign structure. Renewal Fee for Type 4/5 Off-Premise Signs: \$150.00 per sign face, applicable to signs that generate rental income. Type 8 Temporary Agriculture Directional Sign: \$50.00 per sign face, valid for five consecutive years. RCW 47.42.120

Legal authority for fees:

RCW 47.42.120 <https://app.leg.wa.gov/rcw/default.aspx?cite=47.42.120>

Application Information

Application process and form(s):

Email: OutdoorAdvertisingControl@wsdot.wa.gov

Requirements, additional actions, information, or documentation:

1. Requestor completes and mails in appropriate application with payment.
2. WSDOT reviews application and determines if the sign is eligible to be permitted at the location.
3. WSDOT approves, denies, or returns application for edits.
4. If approved, WSDOT sends sign owner an approval letter with a permit tag to be displayed on the sign structure.
5. If denied, WSDOT informs applicant of appeals process.
6. If returned for edits, WSDOT returns application to applicant and waits for resubmittal.

Dependencies, conditions, or requirements:

n/a

Submittal process:

Requestor completes and mails in appropriate application with payment. WSDOT Attn: Outdoor Advertising Control PO Box 47344 Olympia, WA 98504-7344

Application/Submittal last updated:

10/2014

Review/Approval time:

10 days

Valid duration:

Type 4/5 off-premise permits renew annually.
directional permits renew every five years.

Type 8 temporary agriculture

Appeal process:

Should someone disagree with a permit decision that has been made, they have the right to have the Washington State Traffic Engineer hear the issue and recommend a final order. To make such a request, submit the request in writing

Analysis

Applications received:

49

Average processing time (all):

10

Average processing time (completed):

10

Legal processing time:

up to 10 days

Streamlining opportunities:

Timelines are driven by applications received.

Pending applications:

0

Backlog applications:

0

Explanation:

n/a

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

10

Oversize/Overweight Single Trip - Permit

Washington State Department of Transportation

Type: Permit

ID: 2518

Description

A single trip, 3-day, oversize and/or overweight route specific permit. This permit is for non-divisible loads only.

Legal authority

RCW 46.44.0941, RCW 46.44.090, RCW 46.44.091, RCW 46.44.092
<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>
<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.090>
<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.091>
<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.092>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

never

Comment:

\$10.00 per trip for oversize only. Weight fees vary depending on excess weight and miles traveled. Cost of permit per RCW.

Legal authority for fees:

RCW 46.44.0941
<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-021.pdf>

Requirements, additional actions, information, or documentation:

This permit type is a self-issued permit. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.
<https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

3-days

Appeal process:

n/a

Analysis

Applications received:

93684

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

1

Average processing time (completed):

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Recommended processing time:

1

Oversize/Overweight Superload

Washington State Department of Transportation

Type: Permit

ID: 2519

Description

For hauling loads over 16 ft. wide, 16 ft. high, 125 ft. of load length,

Legal authority

RCW 46.44.091, <https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.091> WAC 468-38-405 <https://app.leg.wa.gov/wac/default.aspx?cite=468-38-405>

Equity considerations:

This permit cannot be self-issued. The application must be emailed to Commercial Vehicle Services to be processed.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

never

Comment:

\$10.00 per trip for oversize only. Weight fees vary depending on excess weight and miles traveled. Cost of permit per RCW.

Legal authority for fees:

RCW 46.44.091 <https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.091>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/sites/default/files/2025-02/Superload-Request.PDF>

Requirements, additional actions, information, or documentation:

The approval process requires specific information to be provided by the requestor. The application and process are on the department's website. Weights are determined by axle spacings, tire sizes, and are limited to what is allowed for permitted weight in statute. WSDOT Bridge Engineers review the weights on the route to determine if the route can accommodate the load. Once approved, the requestor may apply for their permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

Applications are emailed to: cvspermits@wsdot.wa.gov

Application/Submittal last updated:

n/a

Review/Approval time:

7-30 days

Valid duration:

3-days

Appeal process:

Should someone disagree with a permit decision that has been made, they have the right to have the Permit Program Manager hear the issue and recommend a final order. To make such a request, submit the request in writing to: WSDOT Attn: Permit Program Manager PO Box 47367 Olympia, WA 98504-7367

Analysis

Applications received:

2496

Average processing time (all):

5

Average processing time (completed):

5

Legal processing time:

Up to 7 days for dimensional only

Streamlining opportunities:

Time is dependent on content and quality of application package.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

3

Recommended processing time:

7

Oversize/Overweight Superload

Washington State Department of Transportation

Type: Permit

ID: 2520

Description

For hauling loads over 200,000 lbs.

Legal authority

RCW 46.44.091, <https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.091> WAC 468-38-405 <https://app.leg.wa.gov/wac/default.aspx?cite=468-38-405>

Equity considerations:

This permit cannot be self-issued. The application must be emailed to Commercial Vehicle Services to be processed.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

never

Comment:

\$10.00 per trip for oversize only. Weight fees vary depending on excess weight and miles traveled. Cost of permit per RCW.

Legal authority for fees:

RCW 46.44.091 <https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.091>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/sites/default/files/2025-02/Superload-Request.PDF>

Requirements, additional actions, information, or documentation:

The approval process requires specific information to be provided by the requestor. The application and process are on the department's website. Weights are determined by axle spacings, tire sizes, and are limited to what is allowed for permitted weight in statute. WSDOT Bridge Engineers review the weights on the route to determine if the route can accommodate the load. Once approved, the requestor may apply for their permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

Applications are emailed to: cvspermits@wsdot.wa.gov

Application/Submittal last updated:

n/a

Review/Approval time:

7-30 days

Valid duration:

3-days

Appeal process:

Should someone disagree with a permit decision that has been made, they have the right to have the Permit Program Manager hear the issue and recommend a final order. To make such a request, submit the request in writing to: WSDOT Attn: Permit Program Manager PO Box 47367 Olympia, WA 98504-7367

Analysis

Applications received:

2496

Average processing time (all):

22

Average processing time (completed):

22

Legal processing time:

Up to 30 days for over 200,000 gross vehicle weight.

Streamlining opportunities:

Time is dependent on content and quality of application package.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

3

Recommended processing time:

30

Pilot Escort Vehicle Operator Certification

Washington State Department of Transportation

Type: Certification

ID: 2507

Description

Certifies pilot cars to escort oversize loads.

Legal authority

WAC 468-38-100 <https://app.leg.wa.gov/wac/default.aspx?cite=468-38-100>

Equity considerations:

Pilot Escort Vehicle Operator classes are taken in person at approved locations that are not WSDOT owned.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

n/a

Comment:

n/a

Legal authority for fees:

n/a

Application Information

Application process and form(s):

Pilot & escort vehicle | WSDOT <https://wsdot.wa.gov/travel/commercial-vehicles/commercial-vehicle-permits/pilot-escort-vehicle>

Requirements, additional actions, information, or documentation:

Perspective pilot escort vehicle operator contacts a training provider. Receives a class date and attends an eight hour instructor led course. The attendee must achieve an 80% score to receive their certification. Once they have successfully completed the training and exam, they receive their digital certificate.

Dependencies, conditions, or requirements:

n/a

Submittal process:

<https://wsdot.wa.gov/travel/commercial-vehicles/commercial-vehicle-permits/pilot-escort-vehicle>

Application/Submittal last updated:

03/2023

Review/Approval time:

1 day

Valid duration:

3 years

Appeal process:

n/a

Analysis

Applications received:

3646

Average processing time (all):

1

Average time between approval and any post-approval condition(s)/step(s):

1

Recommended processing time:

Average processing time (completed):

1

1

Legal processing time:

same day

Streamlining opportunities:

Timelines are driven by available courses by the training provider(s). Typically, courses are available monthly and often multiple times per month. The courses are primarily online and instructor led and take up to eight hours to complete.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Prequalification for Highway Construction Contractors

Washington State Department of Transportation

Type: Certification

ID: 2537

Description

The department shall, before furnishing any person, firm, or corporation desiring to bid upon any work for which a call for bid proposals has been published with a contract proposal form, require from the person, firm, or corporation, answers to questions contained in a standard form of questionnaire and financial statement, including a complete statement of the financial ability and experience of the person, firm, or corporation in performing state highway, road, or other public work. The questionnaire and financial statement shall be sworn to before a notary public or other person authorized to take acknowledgment of deeds, and shall be submitted once a year and at such other times as the department may require.

Legal authority

RCW 47.28.070 <https://app.leg.wa.gov/RCW/default.aspx?cite=47.28.070>

Equity considerations:

For contractors without an audited or reviewed financial statement we allow bidding up to \$350,000

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

n/a

Comment:

n/a

Legal authority for fees:

n/a

Application Information

Application process and form(s):

<https://wsdot.wa.gov/business-wsdot/contracts/about-public-works-contracts/how-bid-contract/step-1-prequalify>

Requirements, additional actions, information, or documentation:

If the contract is within the highway right of way, prequalification of bidders per Standard Specifications Section 1-02.1 is required. Provide prospective bidders with a Contractor Prequalification Questionnaire and Affidavit for Contracts Under \$100,000 (DOT Form 272-063). The HQ Contract Ad & Award Office is authorized to approve or disapprove the limited prequalification. Further delegation is authorized. If the region has been authorized to maintain a roster of contractors prequalified using the Contractor Prequalification Questionnaire and Affidavit for Contracts Under \$100,000 (DOT Form 272-063 in Appendix 4), the form must be updated by each contractor once every three years, unless the contractor is also prequalified by the Contract Ad & Award Office. The Contract Ad & Award Manager is also authorized to approve or disapprove the limited prequalification on a contract specific basis for contracts under \$100,000.

Dependencies, conditions, or requirements:

n/a

Submittal process:

email to prequal@wsdot.wa.gov

Application/Submittal last updated:

11/2023

Review/Approval time:

30 days or less

Valid duration:

6 Quarters from end date of financial statement or current calendar year

Appeal process:

Whatever the result of the application, we notify the contractor by letter including what steps they would need to take to continue the application process

Analysis

Applications received:

357

Average processing time (all):

30

Average processing time (completed):

30

Legal processing time:

30 days

Streamlining opportunities:

We are currently working on an improvement project to create a web form process that we can use to send and receive reference checks

Pending applications:

26

Backlog applications:

0

Explanation:

Pending applications are waiting for reference responses

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

30

Private Railroad Crossing

Washington State Department of Transportation

Type: Permit

ID: 2542

Description

Provide a legal document showing proof of access rights to the people purchasing property that requires access through WSDOT railroad right of way. Counties need proof of access rights before issuing permits to new owners that change the land use or building new facilities.

Legal authority

Inherent Authority, agency issued: Private rail crossing fall under the jurisdiction of the Railroad. WSDOT owns the PCC Railroad system and issues private crossing permits.

Equity considerations:

No restriction. Any party purchasing property that requires access through WSDOT railroad right of way that needs proof of access rights from the County for any permits will need to submit a private crossing permit application.

Costs/Fees

Application fee:

600

Credential fee:

0

Fee last changed:

07/1905

Comment:

Fees cover admin. labor cost to review and execute the application. Private Crossing Permit typically takes more admin. time than the Utility Permits.

Legal authority for fees:

Inherent Authority, agency issued: Private rail crossing fall under the jurisdiction of the Railroad. WSDOT owns the PCC Railroad system and issues private crossing permits.

Application Information

Application process and form(s):

Applications provided upon request

Requirements, additional actions, information, or documentation:

1. Requestor completes Private Crossing Permit Application, 2. One-week WSDOT review (usually a few days, but there may be several reviews), 3. Requestor submits proof of insurance (COI) to WSDOT for review, 4. Typically, one week review of insurance, 5. Once insurance is approved, the Rail, Freight and Port Director and Assistant Attorney General signs, 6. Requestor submits \$600 application fee and WSDOT sends requestor the executed permit, 7. Requestor has 90 days to record the permit with the City or County and provide WSDOT proof of the recorded document, 8. Typically, a 4-to-8-week process

Dependencies, conditions, or requirements:

n/a

Submittal process:

Applications are submitted by email. ryan.ragaza-bourassa@wsdot.wa.gov jason.huotari@wsdot.wa.gov

Application/Submittal last updated:

unknown

Review/Approval time:

7 days

Valid duration:

Renewable/Revocable

Appeal process:

n/a

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

60

Streamlining opportunities:

Timeline driven by requestor's evaluation and application submission.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

30

Qualified Products List

Washington State Department of Transportation

Type: Certification

ID: 2535

Description

The purpose is to streamline the materials approval process for WSDOT construction projects. Products listed in the QPL have been found capable of meeting the requirements of the Standard Specifications, General Special Provision, Bridge Special Provision and Standard Plans under which they are listed and, therefore, have been "Approved."

Legal authority

WSDOT Standard Specifications Section 1-06.1(1) Qualified Products List (QPL) is a listing of manufactured products that have been evaluated and determined suitable for use in Highway construction. <https://www.wsdot.wa.gov/publications/manuals/fulltext/m41-10/ss.pdf>

Equity considerations:

n/a

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

07/2021

Comment:

Varies with materials submitted and testing required, ranges from \$0 for SME recommendation up to approximately \$50,000 for a proprietary wall evaluation. No Late Fee. Costs are estimated to reimburse WSDOT for actual costs of processing and evaluating materials for the Qualified Products List. After work is completed actual WSDOT costs are totaled and invoiced billed to the requestor for the actual cost of work performed.

Legal authority for fees:

WSDOT Standard Specification Section 1-06.1 Approval of Materials Prior to Use, requires that prior to use, the Contractor shall notify the Engineer of all proposed materials. The contractor is required to use the Qualified Product List (QPL) or the Requ

Application Information

Application process and form(s):

<https://wsdot.wa.gov/engineering-standards/construction-materials/qualified-product-list-qpl>

Requirements, additional actions, information, or documentation:

To initiate a QPL submittal process the materials supplier contacts the Qualified Products List (QPL) Engineer via email or phone call. The QPL Engineer follows up by sending required forms to materials supplier to include a QPL Applications.

Dependencies, conditions, or requirements:

n/a

Submittal process:

Contact the QPL engineer by emailing qpl@wsdot.wa.gov or calling is the first step to initiate the evaluation process. Once contact is made, the QPL engineer will create a QPL number which is the unique identifier for the evaluation and then email the req

Application/Submittal last updated:

07/2021

Review/Approval time:

2 weeks - 6+months

Valid duration:

No Set Time Limit

Appeal process:

Submitters can discuss reasons for rejection/failure of materials not being added to the QPL with WSDOT. Materials specifications have specific requirements, so rejection/failures are specification driven. Materials can be resubmitted to the QPL for a new evaluation.

Analysis

Applications received:

83

Average processing time (all):

210

Average processing time (completed):

173

Legal processing time:

n/a

Streamlining opportunities:

WSDOT plans on looking into this more in the near future to determine process improvement and/or resource needs. Once the Work Order Establishment, then approximately 4 weeks for sampling and testing to be completed. Timeline driven by complexity of material being evaluated, Straightforward materials that do not require testing are dependent on completeness of documentation package submitted by materials supplier and can take less than 4 weeks, Other more complex materials take additional time such as Hot Mix Asphalt Mix Design take approximately 3 to 6 weeks to tests dependent on testing workload, Proprietary Wall Design Review process takes months to finish driven by completeness of necessary documents submitted for review and back and forth clarification process between Engineers at the wall manufacturer and the WSDOT Geotechnical and Bridge offices, Recycled Materials Facilities for Recycled Concrete Aggregates (RCA) – RCA Tier 1, RCA Tier 2 and RCA Tier 3 aggregate meets the timelines in the Aggregate Source Approval process. Once the work order is established, and aggregate samples are received the process takes typically completed within 4 to 6 weeks.

Pending applications:

216

Backlog applications:

0

Explanation:

216 QPL evaluations from 2018 to current. 18 proprietary wall design evaluations from 2011 to current. Given the variety and complexity of different materials submitted for approval on the Qualified Products List the back log can vary from none to over 6

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Scour Certification

Washington State Department of Transportation

Type: Certification

ID: 2540

Description

Scour training is intended to help ensure the long-term success and resiliency of our water crossing structures. This training informs stream engineers and designers how to properly evaluate scour and review scour analyses for WSDOT roadway crossings. Participants must watch all the modules videos including those linked to FHWA scour workshops, and complete the two NHI trainings; Stream Stability and Scour at Highway Bridges and Countermeasures Design for Bridge Scour and Stream instability.

Legal authority

WSDOT Hydraulics and Bridge Design <https://wsdot.wa.gov/engineering-standards/design-topics/hydraulics-hydrology>

Equity considerations:

The modules videos and recorded workshops component of the certification were set up to be completed at an individuals own pace, such as self study courses. There is no charge to go through the material and no charge for the certification. The two NHI classes that are also a requirement are open to anyone through the NHI website. These classes have a cost through NHI with potential opportunity for sponsorship depending on the need for the class.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

n/a

Comment:

No fee for the training videos and workshop. The FHWA-NHI class are as follows: Countermeasure Design for Bridge Scour and Stream Instability \$1,250 per student and the Stream Stability and Scour Highway Bridges \$1,125 per student Part of the certification requires individuals to complete two FHWA-NHI class; Countermeasure Design for Bridge Scour and Stream Instability and the Stream Stability and Scour Highway Bridges. These class fees are not managed by WSDOT they are a requirement through FHWA and NHI

Legal authority for fees:

n/a

Application Information

Application process and form(s):

Hydraulics & hydrology training | WSDOT <https://wsdot.wa.gov/engineering-standards/project-management-training/training/hydraulics-hydrology-training#HighwayRunoffManualtrainingworkshops>

Requirements, additional actions, information, or documentation:

To receive a scour certificate number, a participant is required to view the 11 WSDOT Scour training modules, view the FHWA Bridge Scour workshop recordings, complete NHI Course 135046 Stream Stability and Scour at Highway Bridges, complete NHI Course 135048 Countermeasures Design for Bridge Scour and Stream instability, pass WSDOT's comprehensive scour certification exam and a Scour certification is provided

Dependencies, conditions, or requirements:

n/a

Submittal process:

The individual follows the instructions on the website to the location of the training material. An email address for questions is on the website. Hydraulics & hydrology training | WSDOT <https://wsdot.wa.gov/engineering-standards/project-management-trai>

Application/Submittal last updated:

00/2023

Review/Approval time:

n/a

Valid duration:

Certification term is indefinite unless there are updates to the training materials as such an updated Certification would be required.

Appeal process:

n/a

Analysis

Applications received:

71

Average processing time (all):

1

Average processing time (completed):

1

Legal processing time:

n/a

Streamlining opportunities:

Average time to provide a certification once the exam is passed is less than 5 minutes
Planning to transitioning to an eLearning format in the future that will be easy to update.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Sealed Container for SR 509 Heavy Haul Corridor

Washington State Department of Transportation

Type: Permit

ID: 2521

Description

Sealed shipping containers traveling on SR 509 from mileposts 0.25 to 5.7. (Port of Tacoma)

Legal authority

Agreement between the City of Tacoma, Port of Tacoma, and WSDOT to allow for drivers to haul reducible loads on SR 509 in the Port of Tacoma.

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

n/a

Comment:

\$100 per month, \$1,000 annually Cost of permit per agreement.

Legal authority for fees:

n/a

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-027.pdf>

Requirements, additional actions, information, or documentation:

This permit type is a self-issued permit. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit. <https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

Monthly/Annual

Appeal process:

n/a

Analysis

Applications received:

24

Average processing time (all):

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

1

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Single Trailer - Permit

Washington State Department of Transportation

Type: Permit

ID: 2522

Description

Divisible load(s) on a semi-trailer up to 56 ft. of length.

Legal authority

RCW 46.44.0941<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

never

Comment:

\$10 per month, \$100 annually Cost of permit per RCW.

Legal authority for fees:

RCW 46.44.0941<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-026.pdf>

Requirements, additional actions, information, or documentation:

This permit type is a self-issued permit. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.<https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

Monthly/Annual

Appeal process:

n/a

Analysis

Applications received:

2158

Average processing time (all):

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

1

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Special Events, Bicycle Racing

Washington State Department of Transportation

Type: Permit

ID: 2505

Description

Permit to have a bicycle race on a state highway.

Legal authority

WAC 468-400 <https://app.leg.wa.gov/WAC/default.aspx?cite=468-400-030>

Equity considerations:

The application is available on the WSDOT website.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

unknown

Comment:

n/a

Legal authority for fees:

n/a

Application Information

Application process and form(s):

DOT Form 242-017 Bicycle Race Permit Application <https://wsdot.wa.gov/publications/fulltext/forms/242-017.pdf>

Requirements, additional actions, information, or documentation:

1. Applicant completes application a minimum of 60 days prior to the event. 2. WSDOT reviews application. 3. WSDOT approves, rejects, or returns application for edits. 4. If approved, WSDOT establishes a bicycle racing agreement. 5. If rejected, WSDOT informs applicant of appeals process. 6. If returned for edits, WSDOT returns application to applicant and waits for resubmittal.

Dependencies, conditions, or requirements:

n/a

Submittal process:

Applicant completes application a minimum of 60 days prior to the event. <https://wsdot.wa.gov/about/contacts/plan-event-state-highwayWSDOTSpecialEvents@wsdot.wa.gov>

Application/Submittal last updated:

07/2024

Review/Approval time:

60 days

Valid duration:

1-3 Days

Appeal process:

Should someone disagree with a permit decision that has been made, they have the right to have the Washington State Traffic Engineer hear the issue and recommend a final order. To make such a request, submit the request in writing to: WSDOT Attn: State Traffic Engineer PO Box 47344 Olympia, WA 98504-7344

Analysis

Applications received:

8

Average processing time (all):

30

Average processing time (completed):

30

Legal processing time:

60 days

Streamlining opportunities:

Timelines are driven by applications received.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

30

Special Events, Funeral Procession

Washington State Department of Transportation

Type: Permit

ID: 2506

Description

Permit for funeral processions on a state highway.

Legal authority

WAC 204-36-040, WAC 308-330-466 <https://app.leg.wa.gov/WAC/default.aspx?cite=204-36-040><https://app.leg.wa.gov/wac/default.aspx?cite=308-330-466>

Equity considerations:

The application is available on the WSDOT website.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

unknown

Comment:

n/a

Legal authority for fees:

n/a

Application Information

Application process and form(s):

Notification of special event on state highways | WSDOT <https://wsdot.wa.gov/about/contacts/notification-special-event-state-highways>

Requirements, additional actions, information, or documentation:

1. Applicant completes application a minimum of 3 business days prior to the event. 2. WSDOT region reviews route on application. 3. WSDOT approves, rejects, or returns application for edits. 4. If approved, WSDOT sends acknowledgement of funeral processes and notified WSP. 5. If rejected, WSDOT informs WSP and applicant that route needs to be modified. 6. If returned for edits, WSDOT returns application to applicant and waits for resubmittal.

Dependencies, conditions, or requirements:

n/a

Submittal process:

Applicant completes application a minimum of 3 business days prior to the event. <https://wsdot.wa.gov/about/contacts/plan-event-state-highway> WSDOTSpecialEvents@wsdot.wa.gov

Application/Submittal last updated:

01/2023

Review/Approval time:

3 business days

Valid duration:

1 Day

Appeal process:

Should someone disagree with a permit decision that has been made, they have the right to have the Washington State Traffic Engineer hear the issue and recommend a final order. To make such a request, submit the request in writing to: WSDOTAttn: State Traffic Engineer PO Box 47344 Olympia, WA 98504-7344

Analysis

Applications received:

170

Average processing time (all):

3

Average processing time (completed):

2

Legal processing time:

3 Business Days

Streamlining opportunities:

Timelines are driven by applications received. Note: processing data is business days

Pending applications:

0

Backlog applications:

0

Explanation:

n/a

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

3

Tarping System - Permit

Washington State Department of Transportation

Type: Permit

ID: 2524

Description

Divisible load up to 9 ft. wide. This permit is for loaded vehicles equipped with a tarping system.

Legal authority

WAC 468-38-071 (2)(f)<https://app.leg.wa.gov/wac/default.aspx?cite=468-38-071>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

2006 (permit created)

Comment:

\$20 monthly, \$240 annually Cost of permit per WAC.

Legal authority for fees:

WAC 468-38-071 (2)(f)<https://app.leg.wa.gov/wac/default.aspx?cite=468-38-071>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-029.PDF>

Requirements, additional actions, information, or documentation:

This permit type is a self-issued permit. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.<https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

Monthly/Annual

Appeal process:

n/a

Analysis

Applications received:

13

Average processing time (all):

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

1

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Temporary Additional Tonnage

Washington State Department of Transportation

Type: Permit

ID: 2525

Description

Temporarily increases licensed weight of single units or combinations. This permit is for legal weights only.

Legal authority

RCW 46.44.095, WAC 468-38-030<https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.095>
<https://app.leg.wa.gov/wac/default.aspx?cite=468-38-030>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

never

Comment:

\$14 per tonCost of permit per WAC.

Legal authority for fees:

WAC 468-38-030<https://app.leg.wa.gov/wac/default.aspx?cite=468-38-030>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-029.PDF>

Requirements, additional actions, information, or documentation:

This permit type is a self-issued permit. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.<https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

5-days

Appeal process:

n/a

Analysis

Applications received:

1221

Average processing time (all):

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

1

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Temporary Fuel Use - Permit

Washington State Department of Transportation

Type: Permit

ID: 2526

Description

3-day temporary fuel licensing. This permit is for vehicles using special fuel without an International Fuel Tax Agreement (IFTA). IFTA is required for 2-axle vehicles weighing over 26,000 lbs. or 3-axles regardless of weight.

Legal authority

RCW 82.38.075, WAC 308-77-

025<https://app.leg.wa.gov/rcw/default.aspx?cite=82.38.075><https://app.leg.wa.gov/wac/default.aspx?cite=308-77-025>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

never

Comment:

\$30 per permitCost of permit per WAC.

Legal authority for fees:

WAC 308-77-025<https://app.leg.wa.gov/wac/default.aspx?cite=308-77-025>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-025.pdf>

Requirements, additional actions, information, or documentation:

This permit type is a self-issued permit. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.<https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

3-days

Appeal process:

n/a

Analysis

Applications received:

6284

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

1

Average processing time (completed):

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Recommended processing time:

1

Temporary License (TRIP) - Permit

Washington State Department of Transportation

Type: Permit

ID: 2527

Description

3-day temporary Washington State vehicle licensing. This permit is used instead of regular licensing or to increase the legal weight.

Legal authority

RCW 46.16A.320<https://app.leg.wa.gov/rcw/default.aspx?cite=46.16A.320>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

25

Fee last changed:

never

Comment:

Cost of permit per RCW.

Legal authority for fees:

RCW 46.16A.320<https://app.leg.wa.gov/rcw/default.aspx?cite=46.16A.320>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-025.pdf>

Requirements, additional actions, information, or documentation:

This permit type is a self-issued permit. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.<https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

3-days

Appeal process:

n/a

Analysis

Applications received:

30160

Average processing time (all):

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

1

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Tow Truck Class B and C

Washington State Department of Transportation

Type: Permit

ID: 2528

Description

Allows for excess axle weight on a towing and/or towed vehicle. Weight and fees depending on the method of tow and class of tow truck.

Legal authority

WAC 468-38-265 <https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Equity considerations:

There are three ways to obtain this permit: Self-Issue, Contact an Agent, Visit a WSDOT office.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

never

Comment:

\$75.00 for Class B, \$150.00 for Class C

Legal authority for fees:

WAC 468-38-265 <https://app.leg.wa.gov/rcw/default.aspx?cite=46.44.0941>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/560-029.PDF>

Requirements, additional actions, information, or documentation:

This permit type is a self-issued permit. The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The customer logs in to eSNOOPI Pro, completes application, pays the fee, and receives permit. <https://www.esnoopipro.com/>

Application/Submittal last updated:

n/a

Review/Approval time:

Instant

Valid duration:

1 year

Appeal process:

n/a

Analysis

Applications received:

267

Average processing time (all):

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

1

1

Legal processing time:

instant

Streamlining opportunities:

Permit is self-issuable by the user and can be obtained online.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Traffic Signal Permit

Washington State Department of Transportation

Type: Permit

ID: 2530

Description

Permit functions as documentation of compliance with MUTCD Chapter 4C (2009 edition) as currently adopted under WAC 468-95-010 and to meet the requirements of RCW 46.61.085 for placement of a traffic signal on a city street that is part of a state highway.

Legal authority

RCW 46.61.085, <https://app.leg.wa.gov/rcw/default.aspx?cite=46.61.085> WAC 468-95 <https://app.leg.wa.gov/WAC/default.aspx?cite=468-95>

Equity considerations:

The application is available on the WSDOT website.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

n/a

Comment:

n/a

Legal authority for fees:

n/a

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/242-014.pdf>

Requirements, additional actions, information, or documentation:

1. Applicant obtains form DOT 242-014, Traffic Signal Permit. 2. Applicant completes permit form and provides supporting data for applicable signal warrants. 3. Applicant submits application to WSDOT Region Traffic Office for review and approval recommendation. Longest part of application process – time dependent on staff availability and quality of application package. 4. Region Traffic Office makes recommendation for approval to Region Administrator or delegate. 5. Region Administrator approves or denies the permit. 6. Approved permits are copied to WSDOT HQ Traffic for permit number assignment and recording. 7. Approved permit is retained by WSDOT Region Traffic Office, with copies provided to WSDOT HQ Traffic and the applicant (if the applicant is not WSDOT itself)

Dependencies, conditions, or requirements:

n/a

Submittal process:

Applicant obtains form DOT 242-014, Traffic Signal Permit. Applicant submits application to WSDOT Region Traffic Office <https://wsdot.wa.gov/publications/fulltext/forms/242-014.pdf>

Application/Submittal last updated:

Unknown

Review/Approval time:

1 to 10 business days

Valid duration:

Indefinite when system is built. Expiration being discussed for permits that are approved but not used within a certain time frame due to changes in warranting conditions over time.

Appeal process:

There is no formal appeals process as normally permit discrepancies are resolved during review and applications are

withdrawn when warrants are not met. Appeals are typically made to the WSDOT Region Traffic Engineer for review and recommendation to the WSDOT Region Administrator.

Analysis

Applications received:

24

Average processing time (all):

20

Average processing time (completed):

20

Legal processing time:

n/a

Streamlining opportunities:

Time is dependent on content and quality of application package.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

20

Transit Stop of SR form 510-006

Washington State Department of Transportation

Type: Permit

ID: 2541

Description

Provide access to WSDOT property for the installation and use of a bus stop

Legal authority

RCW 47.50 <https://app.leg.wa.gov/rcw/default.aspx?cite=47.50>

Equity considerations:

n/a

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

n/a

Comment:

n/a

Legal authority for fees:

n/a

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/510-017.pdf>

Requirements, additional actions, information, or documentation:

1. Transit authority completes Transit Stop Application, 2. Includes stop details; TCP 3. One-month WSDOT review (there may be several reviews); may lead to Headquarter and FHWA approval.

Dependencies, conditions, or requirements:

n/a

Submittal process:

via email, and with the Permit Coordinator in the region (a different person depending on the agency and project)

Application/Submittal last updated:

06/2023

Review/Approval time:

30 days

Valid duration:

No Expiration

Appeal process:

n/a

Analysis

Applications received:

3

Average processing time (all):

30

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

30

Legal processing time:

n/a

Streamlining opportunities:

n/a

Pending applications:**Explanation:****Backlog applications:**

Utilities Construction or Occupancy on WSDOT Railroad Right of Way

Washington State Department of Transportation

Type: Permit

ID: 2543

Description

Provide utility companies access on WSDOT railroad right of way to remove, install, and upgrade utilities.

Legal authority

Inherent Authority, agency issued: WSDOT owns the PCC Railroad system and issues construction and occupancy permits.

Equity considerations:

No restriction. All utility companies performing work on WSDOT railroad right of way and installing utilities over, under and along the tracks are required to apply for a permit.

Costs/Fees

Application fee:

300

Credential fee:

0

Fee last changed:

2018-2019

Comment:

Fees cover admin. labor cost to review and execute the application.

Legal authority for fees:

Inherent Authority, agency issued: WSDOT owns the PCC Railroad system and issues construction and occupancy permits.

Application Information

Application process and form(s):

Applications provided upon request

Requirements, additional actions, information, or documentation:

1. Requestor completes Utility Construction and Occupancy Permit Application, 2. Include design/working drawings and proof of insurance (Certificate of Insurance) to WSDOT for review, 3. One-week WSDOT review (usually a few days, but there may be several reviews), 4. Once drawings and insurance have been approved, permit requestor submits \$300 check, 5. Executed permit sent to requestor after receiving check, 6. Typically, a 4-week process

Dependencies, conditions, or requirements:

n/a

Submittal process:

Contractor performing the utility permit contacts the PCC Office by email requesting a permit. The Eastern Region Utilities Office sometimes forwards requests to our office. The permit application is sent to the contractor electronically with instructions

Application/Submittal last updated:

unknown

Review/Approval time:

7 days

Valid duration:

Varies

Appeal process:

n/a

Analysis

Applications received:

9

Average processing time (all):

30

Average processing time (completed):

30

Legal processing time:

30

Streamlining opportunities:

Timeline driven by requestor's evaluation and application submission.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

30

Recommended processing time:

30

Utility franchises and permits

Washington State Department of Transportation

Type: Permit

ID: 2536

Description

Utility franchises and permits are the utility accommodation documents used for recording utility installation details authorized within the operating highway right of way under RCW 47.44 and WAC 468-34 by Washington State Department of Transportation (WSDOT).

Legal authority

RCW 47.44 and WAC 468-34 <https://app.leg.wa.gov/RCW/default.aspx?cite=47.44.020>
<https://app.leg.wa.gov/wac/default.aspx?cite=468-34&full=true#468-34-020>

Equity considerations:

n/a

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

01/1995

Comment:

For permit/franchise/amendment: Category 1 \$500 Category 2 \$300 Category 3 \$150 For franchise consolidation \$300 For franchise renewal \$250 For franchise agreement \$50 The fees charged are the reasonable cost to the department for investigating, handling and granting the franchise or permit, including but not limited to fees of hearing officers and reporters, including basic overhead charges upon the application and for providing an inspector during construction and/or maintenance of the utility facility. Includes reimburseable costs to the department to investigate/research the installation. The Department is not authorized to use motor vehicle funds for utilities occupying the State's ROW. Therefore the Department initiates a reimburseable account with all utility applicants.

Legal authority for fees:

RCW 47.44 and WAC 468-34 <https://app.leg.wa.gov/RCW/default.aspx?cite=47.44.020>
<https://app.leg.wa.gov/wac/default.aspx?cite=468-34&full=true#468-34-020>

Application Information

Application process and form(s):

<https://wsdot.wa.gov/publications/fulltext/forms/224-696.pdf>

Requirements, additional actions, information, or documentation:

Applications are sent to Regional Utility Offices who assign the application to staff to review. Once received, applications will be reviewed to ensure they are complete, accurate and meet WSDOT standards and requirements. This initial review may be an iterative process with multiple revisions required by the utility and waiting time can vary depending on how responsive the utility is during this initial review. After the initial review and the application is considered complete, Regional Utility Office staff send the application to regional specialty groups for review, which may include approvals such as for access breaks and traffic control plans. If an application requires a variance to a policy or standard there will be additional approvals needed prior to issuing the permit or franchise. Depending on the variance this may require region, Headquarters, or FHWA approval. Once the specialty review is complete and all concerns are mitigated the utility accommodation will be finalized, approved and issued to the utility by Regional Utility Office staff. The utility has 1 year to begin construction and completion within 3 years.

Dependencies, conditions, or requirements:

Post-approval steps include inspection during construction by the utility.

Submittal process:

<https://wsdot.wa.gov/publications/fulltext/design/Utilities/WSDOT-Utilities-Accommodation-Guide.pdf> See page 4

Application/Submittal last updated:

01/2019

Review/Approval time:

2 weeks to 18 months in rare cases.

Valid duration:

25 years

Appeal process:

<https://app.leg.wa.gov/wac/default.aspx?cite=468-34&full=true#468-34-060>

Analysis

Applications received:

1069

Average processing time (all):

64

Average processing time (completed):

48

Legal processing time:

n/a

Average time between approval and any post-approval condition(s)/step(s):

35

Recommended processing time:

48

Streamlining opportunities:

The processing time was established by using weighted averages to account for the difference in quantity and complexity of applications received by different regions. While averages were able to be determined by this method, it is challenging to represent an accurate number that reflects the different dynamics present in six regions. Utility installations vary greatly depending on the facility type and the complexity being proposed. As these are sometimes large facility construction projects, they offer tremendous opportunity for impacts to the safety of the traveling public. Extensive review from other support disciplines is essential. However, other disciplines at WSDOT do not have the capacity or resources to always respond to the fluctuating demand of application review from third-party utility owners seeking accommodation of the State's right-of-way. Recently the HQ Utility Office, with consultation of region offices, published a set of Accommodation Guidelines online to assist in the application submittal process and to manage expectations of utility applicants. There are ongoing efforts to review and improve the process, but further analysis is needed to determine if improvement in processing time and/or resource needs can be addressed. An online utility permitting system would greatly improve the application process, also following other State DOTs. However, prerequisites to an online permitting system are a real estate map displaying WSDOT's owned right-of-way and online payment capabilities, as examples.

Pending applications:

243

Backlog applications:

0

Explanation:

The number of pending applications are those currently being processed among the six regional offices. The frequency and volume of applications received may vary, but there are almost always some applications in process at different stages of review. These

WSDOT Testing Technician Qualification Program (WTTQP)

Washington State Department of Transportation

Type: Certification

ID: 2532

Description

The Purpose is to comply with the requirements of 23 Code of Federal Regulations 637 Subpart B Quality Assurance Procedures for Construction that requires the Department of Transportations to have qualified sampling and testing personnel.

Legal authority

WSDOT Construction Manual Requirement in Chapter 9-5.3 WSDOT Testing Technician Qualification Program (WTTQP) - Meets the requirements of 23 Code of Federal Regulations 637 Subpart B Quality Assurance Procedures for Construction <https://wsdot.wa.gov/publications/manuals/fulltext/M41-01/Chapter9.pdf> <https://www.ecfr.gov/current/title-23/chapter-I/subchapter-G/part-637/subpart-B>

Equity considerations:

This program is open to all people who want to be WTTQP qualified testers. Written tests may be taken online through Kryterion, or if requested taken in person. American Concrete Institute (ACI) certification is given by ACI.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

01/2024

Comment:

WSDOT employees pay Kryterion/WAQTC \$88 for the written exam and no cost for performance exam. Non-WSDOT employees pay Kryterion/WAQTC \$88 for the written exam and \$450-550 to Northwest Council of Engineering Laboratories for the performance exam. American Concrete Association fees are set by ACI and vary between \$550 for Washington Aggregate and Concrete Association (WACA) Members and \$650 for non-WACA members. No WSDOT late fee. The application fee's and other costs are set by Kryterion Company, Northwest Council of Engineering Laboratories and the Washington Concrete and Aggregate Association to cover their costs.

Legal authority for fees:

WSDOT Construction Manual Chapter 9-5.3 WSDOT Testing Technician Qualification Program (WTTQP) requires that, "All Testing Technicians that conduct Quality Assurance/Quality Verification testing shall be certified through the WTTQP." <https://wsdot.wa.gov/p>

Application Information

Application process and form(s):

<http://www.nwcel.org/> and <https://www.washingtonconcrete.org/>

Requirements, additional actions, information, or documentation:

The Materials Tester Certification process involves a written tests followed by a hands on qualification. The written tests can be taken online or in person. The hands on qualification requires the tester to demonstrate the tests. Both these steps are followed by submittals to WSDOT to process the tester certification.

Dependencies, conditions, or requirements:

n/a

Submittal process:

The Northwest Council of Engineering Laboratories has an online registration process. WSDOT Employees coordinate with the Region Independent Assurance Inspector. Washington Aggregate and Concrete Association has information on their website about America

Application/Submittal last updated:

01/2024

Review/Approval time:

2 weeks

Valid duration:

5 years

Appeal process:

n/a

Analysis**Applications received:**

1096

Average processing time (all):

14

Average processing time (completed):

14

Legal processing time:

n/a

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

Streamlining opportunities:

Timeline driven by tester taking and passing online written exam and passing performance exam (hands on demonstration by tester performing test). A Standard Operating Procedure was developed for testers submitting certification packages to increase accuracy.

Pending applications:

0

Explanation:

n/a

Backlog applications:

0