City of Battle Ground
Right-Of-Way Permit Fact Sheet

A right-of-way permit is required prior to performing work within city controlled public right-of-way or a public easement. Typical work would include: curbs, sidewalks, street lighting, landscaping, water, sewer, storm drainage, fire hydrants, street paving, and excavation.

PROCESS:
An application for a right-of-way permit shall be completed, including all applicable attachments, and submitted to the office of the City Engineer for processing. A field review of the proposed work will be performed after the receipt of the completed application form. The purpose of the field review is to determine if the proposed work can comply with City standards. The City will contact you within 28 business days to notify you if permit will be issued or if additional information will be required. If the permit is approved, the applicant shall pay the required fees and pick up the permit.

PERMIT FEES:
Pursuant to Battle Ground Municipal Code (BGMC) 12.118, permit fees shall have a base charge, plus a per lineal foot fee as outlined in the City of Battle Ground's current Fee Schedule.

Fees are non-refundable and payable at the time of application. The fees for permits under BGMC 12.118 shall not be deemed to be fees for use of streets, alleys, sidewalks, or other public ways. The fees imposed are for the sole purpose of defraying the costs connected with the administration of BGMC 12.118 and to pay the cost of inspections for the work approved under this permit.

MINIMUM STANDARDS:
All work shall be performed in accordance with BGMC 12.118, the current edition of the WSDOT Standard Specifications, and current City of Battle Ground Standard Details and Construction Requirements.

Plans for the proposed work shall be submitted in a format satisfactory to the City Engineer and shall be based upon the complexity of the work to be conducted. In the event of minor work, as determined by the City Engineer, a sketch in a format satisfactory to the City Engineer shall be submitted. Wherever applicable, the most recent Standard Details adopted by the City, the City's Construction Requirements, and the current edition of the WSDOT Standard Specifications shall be used. The plans shall include as applicable, but not be limited to, computation data, vicinity map, plan and profile, traffic control plan, erosion control plan, planting plan, utility plan, pavement and site restoration plan. If the City Engineer determines that the nature of the work applied for is such that an engineered design is necessary to obtain compliance with this code, the submittal documents shall be prepared by an engineer licensed in the State of Washington.

Traffic control plans will be required for any work within a City street and shall conform to the latest edition of the Manual on Uniform Traffic Control Devices.

Permit shall expire after 90 days if the work assigned to the permit has not been completed.

Permit holder is required to notify the Public Works Department – Engineering Division no later than 8:30 am, two business days before any permit work begins.

Applicant is responsible for cleanup of debris, materials, and other items generated by undertaking the work approved under the permit.

BONDING:
Applicant will need to provide a guarantee, in a form acceptable to the City, in the amount of $5,000 or equal to 125% of approved construction costs, whichever is greater. Homeowners repairing their own sidewalk or planters and not engaging another to repair said sidewalk or planters shall not be required to give such guarantee.

INDEMNIFICATION:
Included in the permit application is the following language which the applicant for a permit must agree to: The applicant shall defend, indemnify and hold the city, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or in connection with activities or operation performed by the applicant or on the applicant's behalf out of issuance of this permit, except for injuries and damages caused by the sole negligence of the city.

LIABILITY INSURANCE:
Applicant will need to provide and maintain for the duration of the permit insurance in the following amounts:

- Commercial general liability with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate, and $2,000,000 products-completed operations aggregate.
- Automobile liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

The City of Battle Ground shall be named additional insured with an endorsement that is acceptable to the City.

Insurance is to be placed with insurers registered with the Washington State Insurance Commissioner and with a current AM Best rating of not less than A:VII.

Applicant shall furnish the City with original certificates and a copy of the amendatory endorsements, including the additional insured endorsement(s), evidencing the insurance requirements of the applicant before issuance of the permit.

Homeowners repairing their own sidewalk or planters and not engaging another to repair said sidewalk or planters may provide evidence to the City that they possess homeowners' insurance that provides adequate coverage and protection.

VIOLATIONS:
Any violation of BGMC 12.118 may be remedied through the procedures listed in BGMC Title 20 and BGMC 12.118.

Please note that this fact sheet is a summary of applicable codes. Any applicant for a right-of-way permit is responsible for meeting all requirements of BGMC 12.118 and all other applicable City codes.