



This form is for notification of construction or maintenance for a previously approved permit or franchise for work on the highway right of way. Use Form 224-696 if you are proposing a new installation of facilities.

Notification Type: Construction Maintenance **Select Region:**

Use [LocateMP](#) to confirm WSDOT region of location for maintenance. Forms shall be submitted to the applicable region for review within the notice period indicated. See below for regional information.

Utility Facility Information	
Existing Permit/Franchise Number ¹	Expiration Date
WSDOT Charge Code ² (Existing or assigned by WSDOT)	WSDOT Regional Maintenance Number (if applicable)

Contact Information	
Utility/Billing Contact	
Utility Name	
Street Address	
City, Street, Zip	
Office Phone	Phone/Cell
Contact Name	Email
Contractor	
Company Name	
Street Address	
City, Street, Zip	
Office Phone	Phone/Cell
Contact Name	Email
Traffic Control	
Company Name	
Street Address	
City, Street, Zip	
Office Phone	Phone/Cell
Contact Name	Email

¹ The General Provisions (Form 224-696GP) of the listed permit or franchise for the facilities being maintained shall apply.

² WSDOT has the authority to invoice the utility for all work associated with the review, processing and inspection of the proposed work. The applicant promises to pay any additional costs, in addition to the fees, incurred by WSDOT in accordance with WAC 468-34 and RCW 47.44.

Proposed Maintenance (if applicable)						
SR	Begin Milepost	End Milepost	County			
Description of Maintenance Work						
Work Order Number						
Anticipated Start Date	Anticipated End Date	Start Time	End Time			
Days of Proposed Work						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Impacted Lanes						
NB	SB	EB	WB	None		

Work proposed must be limited to maintenance activities and this form does not apply to upgrades, changes in capacity, location, additional appurtenances or other facilities. Telecommunication splicing is allowed under this form.

Work requiring lane restrictions, access break approval, or other unique situations will require additional review time.

A copy of the approved Notification and utility Permit/Franchise must be on the job site when performing work.

Utility Authorized Signature		
Signature	Printed Name	Date

Notification Information			
Region	Email	Notice Period*	Regional TMC**
Eastern	ER-Utilities@wsdot.wa.gov	10	N/A
North Central	wsdotncrufpappssubmit@wsdot.wa.gov	10	N/A
Northwest	NWRUtilities@wsdot.wa.gov	20	206-440-4490
Olympic	Olympicregionutilities@wsdot.wa.gov	7	253-538-3300
South Central	wsdotscutilconst@wsdot.wa.gov	10	N/A
Southwest	SWUtilities@wsdot.wa.gov	3	360-759-1300

*The Notice Period is in working days and the minimum time required for processing the maintenance request. No work shall commence until this form is reviewed by WSDOT and returned to the Utility. WSDOT does not guarantee a response within this Notice Period.

**Regional Traffic Management Centers shall be notified before and after any lane closures on state routes.

WSDOT Use Only	
WSDOT Contact Information	
Name	Name
Title	Title
Street Address	Street Address
City, Street, Zip	City, Street, Zip
Office Phone	Office Phone
Phone/Cell	Phone/Cell
Email	Email
Traffic Control and Work Zone Safety	
Work Zone Database Entry Date	

Workers, vehicles or equipment will not be within 5' of the edge of pavement. One "UTILITY WORK AHEAD" sign is required in each direction. The signs shall be positioned per Work Zone Traffic Control Guidelines, WSDOT Manual M54-44.

Workers, vehicles or equipment will enter the zone 0' to 5' from the edge of pavement. "UTILITY WORK AHEAD" and "SHOULDER WORK" signs are required in each direction. The signs shall be positioned per Work Zone Traffic Control Guidelines, WSDOT Manual M54-44.

Any encroachment of workers, vehicles or equipment on the paved shoulder or in the driving lane will require WSDOT approval of a site-specific Traffic Control Plan. Use of Flashing Stop/Slow Paddles is required. Paddles shall meet current version of MUTCD Section 6E.03 option A, B or D and shall be min. 24" wide.

The Utility shall check with DNR or USFS for the [Industrial Fire Precaution Levels](#) prior to starting work each day.

The Utility shall have adequate firefighting items at each work site (example: fire extinguisher, water, shovels).

No work allowed on the right of way when the roadway is snow covered or icy.

Exhibits		
A:		
B:		
C:		
D:		
WSDOT Authorized Signatory		
Signature	Printed Name/Title	Date