

City of Moses Lake

Development Engineering Division/Municipal Services

Street & Utility Construction Permit Application Process

- Download and complete Street & Utility Construction Permit Application
- A separate Accord form, Certificate of Liability Insurance, from your insurance provider is required for *each* permit. In the Description of Operations section of the form, the City of Moses Lake *must* be named as an additional insured. The address/location and work being performed shall also be included in the Description of Operations section. The form is required for licensed and bonded Contractors. *Property owners soliciting a permit on their own are not subject to this requirement, however, the liability will reside with the property owner until the two-year maintenance period has elapsed. Property owners may not apply for a permit for any work in the right-of-way other than sidewalk repairs.*
- Contractor or property owner shall e-mail completed application, along with any required documents, to Lori Lopez, Development Engineering Technician, at llopez@cityofml.com, or Jason Grubb, Senior Development Engineering Technician, at jgrubb@cityofml.com.
- Application and documents will be reviewed by Development Engineering staff.
- Development Engineering staff will contact applicant with any questions, if a site visit is needed, if paperwork is incomplete, and to advise of permit fee.
- Responsible party may call Engineering Department at 509.764.3786 to pay for permit with a credit card over the phone. If a check is mailed for payment, the permit will not be approved until the check is received.
- Upon receipt of payment, Development Engineering staff will e-mail a signed application form with an assigned permit number back to the Contractor or property owner. The signed form will indicate approval and work may begin.

