

## Street Use Permit

**A Street Use Permit is required when a county road is being used for purposes other than traffic flow.**

### Submittal requirements

**The following information is required for a Street Use Permit:**

- Applicant name and contact information. This will be the party responsible for the event. The permit will be issued to this person, neighborhood association, official committee, organization, business, etc.
- Fee. The permit fee is \$14.00 and can be paid by cash, check or VISA/MC.
- Reason for closure, if applicable.
- Flyer used to advertise the event, if one is being used.
- Date, times, locations and approximate number of people attending.
- Small events require a written description of the route (or roads to be closed) and a map with the proposed area shown. The map should indicate the road closure and detour routes. Applicant may use an online map or a map book for the map. Neighbors must be able to access their homes.
- Large community events, such as a parade, require an approved Traffic Control Plan from Clark County Public Works – Transportation. Applicant must also coordinate with the Sheriff's Office on the Traffic Control Plan.
- Events that may attract 500 or more people require special approval. Contact a Permit Technician in the Permit Center at least 90 days prior to the event. The Permit Center is located at 1300 Franklin St, Vancouver WA 98660. Contact them by phone (360) 397-2375 or email PermitServices@clark.wa.gov.
- Proof of Insurance. The Certificate of Liability must show Clark County as the certificate holder and there must be a minimum of one million dollars in coverage. Applicant may contact their personal insurance agency or check the internet for agencies specializing in one-day event insurance.
- If any state-roads are used, applicant must obtain approval from Washington State Department of Transportation.

### Prior to the event

- Applicant must arrange for use of barricades at their cost, if barricades are needed to close roads. Barricades must meet legal requirements. The applicant can contact American Barricade in Portland for barricade rental.
- Local newspapers, such as the Columbian, Reflector, etc., must be notified ten days in advance by applicant for large community events like parades.
- Applicant must contact Clark Regional Emergency Services Agency (CRESA) at (360) 737-1911 and the Clark County Sheriff's Office precinct the event will be held in either 48 hours prior to the event or 72 hours prior to a road closure. They

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Community Development  
1300 Franklin Street, Vancouver, Washington  
Phone: (360) 397-2434 Fax: (360) 397-6106  
[www.clark.wa.gov/development](http://www.clark.wa.gov/development)



For an alternate format, contact the Clark County ADA Compliance Office.  
Phone: (360) 397-2025  
Relay: 711 or (800) 833-6384  
E-mail: ADA@clark.wa.gov

must also notify neighbors in the affected area.

### **Additional considerations**

When a Street Use Permit is used to close a road, Clark County's preference is to limit closures to side streets, dead ends or cul-de-sacs. All areas behind the blockage must have a detour to bypass the area.

Emergency vehicles must be able to access the area. Alcohol consumption, barbecues and live music are not allowed on the road in the closed area.

Refer to **Clark County Code 5.32 Outdoor Music Festivals, Entertainments, Amusements and Assemblies** for additional requirements.

Tents and stands may require a permit from the Fire Marshal's office.

### **Submitting your information**

A complete submittal packet is required prior to staff review. The required materials for large events must be submitted 60 days in advance. Small events such as block parties require submittal two weeks prior to the event.

Applicants can submit materials by mail, fax or in person.

Mail: Street Use Permits  
Community Development  
PO Box 9810  
Vancouver, WA 98666-9810

Fax: (360) 397-6106

In Person: Third Floor  
1300 Franklin Street  
Vancouver, WA

Staff is available Monday through Friday from 7:30 a.m. to 4:30 p.m. with the exception of noon to 1:00 p.m. daily.

**Clark County Public Works Traffic Control Permit for events**

**Agency issuing permit:** **Clark County**  
**Department of Public Works**  
**Traffic Engineering / Operations**  
1300 Franklin Street – 3rd Floor  
Vancouver, WA 98660  
Phone: (360) 397-2434  
FAX: (360) 397-6106

**Applicant to fill out the following information:**

Applicant name: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Applicant phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact person: \_\_\_\_\_ Cell: \_\_\_\_\_

Subdivision / Project: \_\_\_\_\_

Description of event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of event: From: \_\_\_\_\_ To: \_\_\_\_\_

Hours of event: From: \_\_\_\_\_ To: \_\_\_\_\_

Road closure requested?  YES  NO

The applicant must include a **Traffic Control Plan** that includes a map and written descriptions detailing:

- Specific traffic control in the event area
- How pedestrians will be accommodated in crossing and walking along the event area
- How adjacent property owners will be accommodated in and out of their property
- Proposed detour routes and plans, *if road closure is requested*

Traffic Control Plans will not be accepted for review unless all relevant information is provided by the applicant requesting the permit. Please submit pages 3 and 4.

**Clark County Public Works to fill out the following information:**

**Approval Stamp**

**This permit is valid for the following dates and times:**

Permit dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Permit hours: From: \_\_\_\_\_ To: \_\_\_\_\_

**Road closures are not authorized unless shown below**

Road closure allowed?  YES  NO

Detour plan approved?  YES  NO  N/A

**If road closure is allowed the dates and hours of the closure are:**

Dates of closure: From: \_\_\_\_\_ To: \_\_\_\_\_

Hours of closure: From: \_\_\_\_\_ To: \_\_\_\_\_

**THERE WILL BE NO UNAUTHORIZED ROAD CLOSURES**

If a road closure and detour plan is authorized by Clark County, the following agencies shall be notified at least 72 hours prior to the closure:

- Clark Regional Emergency Services Agency (360) 696-4461 or (360) 737-1911
- School district transportation office for each affected school district
- Post office dispatcher (360) 992-5000
- C-Tran central office (360) 906-7438
- Waste Connections, Inc. (360) 944-2377

**Flagging and traffic control shall be performed in accordance with Washington state law including, but not limited to, WAC 296-155-305 and RCW 47.36.200), WSDOT standard specifications, including, but not limited to, Sections 1-07.23 and 1-10), and any annotations on the plans or other conditions required by this permit.**