

# Right-of-Way Occupancy Permit

A Right-of-Way Occupancy (ROCC) Permit is a provision of Tacoma Municipal Code (TMC) 9.08 Right-of-Way Occupancies. It is a permit that allows for private use or occupancy of the public right-of-way when that use or occupancy has a duration of 90 days or more.

## RIGHT-OF-WAY (ROW)

Public right-of-way includes the traveled portion of the public streets and alleys, as well as the border area, which includes, but is not limited to, any sidewalks, planting strips, traffic circles, or medians. The location of the property line and the edge of the ROW vary from street to street and often times are not related to the placement of the sidewalk.

The City's DART map can be used to determine the general location of property lines:

[TacomaPermits.org/projects/maps](http://TacomaPermits.org/projects/maps)

If a survey is submitted as part of the ROCC Permit request, the City will defer to the property line as shown on the survey.

## ADDITIONAL PERMIT(S) REQUIRED

The objective of a ROCC permit is to review the long term impacts of a proposed use or occupancy of the ROW. Additional permits are required for the associated construction or alteration to the ROW and/or any use or occupancy.

### Right-of-Way Work

*Any use of, or work performed in, the ROW will require one of the following permits:*

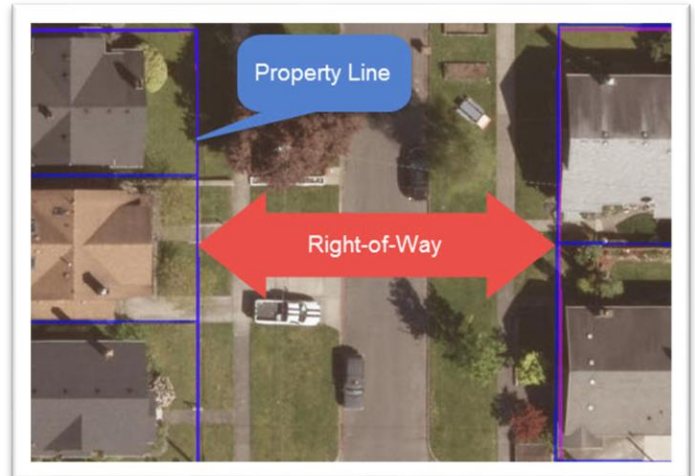
- [Right-of-Way Use and Barricading](#) (RUSE)
- [Right-of-Way Construction](#) (RCON)
- [Work Order](#) (WO)
- [Right-of-Way Tree Work](#) (RTRE)
- ROW Utility (RUTI)

## RIGHT OF WAY OCCUPANCY TYPES

### Residential

*Located in the Right of Way adjacent to a single-family residence or duplex.*

Most residential items will be exempted from the ROCC permit requirement, but will require a ROW Work permit to



review and approve the proposal. ROCC requirements will be determined during the ROW Work permit review.

### Commercial

*Located in the Right of Way adjacent to a triplex, multi-family unit, or commercial building.*

Includes commercial structures such as fences, retaining walls, and lateral utility connections, and can also allow for long term temporary uses to extend past the 90 day RUSE permit limitation, such as with commercial staging activities related to larger projects.

### Sidewalk cafés

See Sidewalk Café Tip Sheet: [Temporary](#) or [Permanent](#)

### Groundwater Monitoring Wells

*Wells designed to monitor subsurface water.*

Additional Requirements:

- GMW Supplemental Application
- GMW Bonding

## INSURANCE REQUIREMENT

A Certificate of insurance (COI) will be required prior to completion of the permit review process. It is not a



*Note: This Tip Sheet does not substitute for codes and regulations.*

*The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.*

**More information: City of Tacoma, Planning and Development Services | [www.tacomapermits.org](http://www.tacomapermits.org) (253) 591-5030**

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.

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requirement with the initial submittal of the ROCC application, but will be required prior to routing the ROCC Agreement for signatures.

See related tip sheets:

[Certificate of Insurance Requirements](#)

[Example of Certificate of Insurance](#)

[Example of Commercial General Liability](#)

[Example of Primary Non Contributory & Waiver of Subrogation](#)

[Example of Additional Insured](#)

## PERMIT FEES

Fees associated with this permit type include review fees, recording fees, and annual use and renewal fees. (Note that annual use fees will be prorated for the time used and refunded upon Release Request and approved inspection of the site.)

See related tip sheet:

[ROCC Permit Fees](#)

## ADDITIONAL CONSIDERATIONS

### Exemptions

*Use or occupancies exempt from a ROCC permit will still require the appropriate Right-of-Way Work permit.*

See [Exemptions Tip Sheet](#)

### Amendment

Amendments are processed under the original permit number. Any change of scope, use, or permit area are subject to review and approval. Please contact [AppServices@cityoftacoma.org](mailto:AppServices@cityoftacoma.org) or 253-591-5030 to request that the record be opened to receive new documents.

### Assignment

Any change of ownership would require an assignment document recorded with the county confirming the new owners accept the previous contractual terms.

- Certificate of Insurance would be required
- Signed and notarized Assignment document required
- Recording fee required

## Release

A release inspection must be requested in order to close a ROCC permit. Once the inspection has been approved, a Release document will be drafted and a recording fee invoiced to the record. Following payment, the Release will be recorded with Pierce County and a copy will be sent via email and uploaded to the permit record. Commercial staging ROCCs will not require a recording fee.

## DocuSign

The City of Tacoma will be using the electronic signature and agreement software DocuSign in order to route ROCC agreements for signature. We will need the authorized signatory's name and email along with their chosen eNotary's name and email in order to route the agreement. A follow up email requesting this information will be sent after permit approval.

The Notary will need to have their Electronic Notarization Endorsement in order to use this service.

Hard copy signature routing is still available if requested.

## ADDITIONAL RESOURCES

Please find the Tacoma Municipal Code reference, tip sheets, and examples on our [Right-of-Way Occupancy resource page](#).



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