

No Parking Self-Verification Process - March 2020 Update

The process for barricade self-verification has migrated to the City of Seattle's **"Seattle Services Portal"** which now houses the permitting processes for various City services. The system is new, and we and our partners at the Seattle Department of Transportation (SDOT) want to make sure filmmakers have the tools and pathways needed to navigate the process.

Self Verification is Still Required

Seattle City Code requires any no-parking barricade to be self-verified once the barricade is erected. Verifying the barricade allows productions to ticket and tow illegally parked cars in your reserved parking spaces.

There are no additional fees incurred by using the new self-verification process. If you are asked to pay fees while navigating the process, double check the instructions (see information below).

Please follow the following procedures to self-verify your no-parking barricades.

Please note your barricade rental vendor can verify your barricades for you for an additional fee. Inquire with your vendor while placing your order.

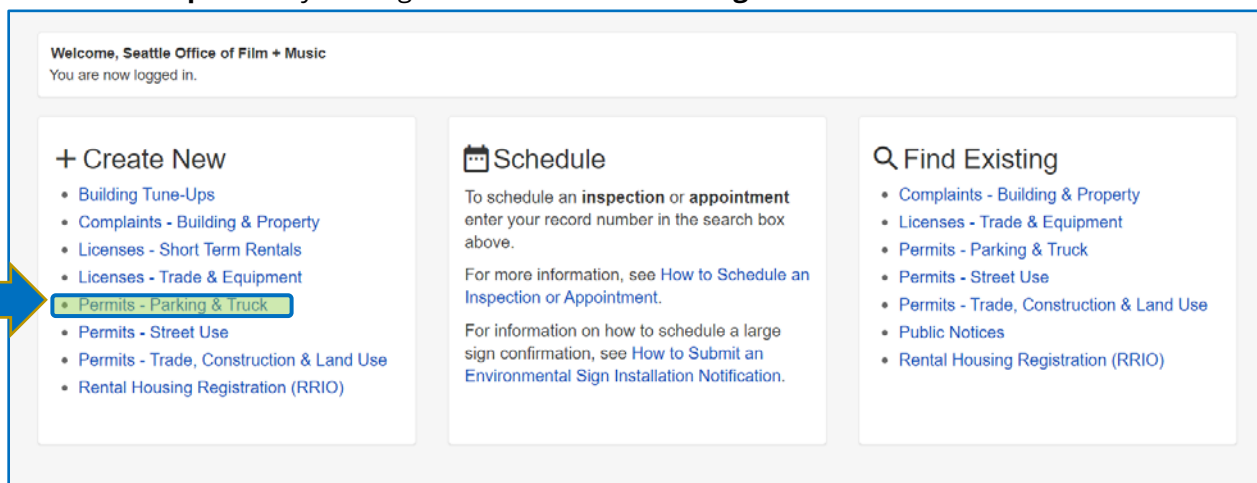
Step 1 - Register for an Account

Register for an account at <https://cosaccela.seattle.gov/Portal/Login.aspx>.

You will only need to do this once. If you are working with a production company who frequently films in Seattle, we recommend setting up account that will be accessible to your staff, rather than setting up a personal account. This way everyone in your organization will have access to the portal, and all the documentation for different productions will live in one place.

Step 2 - Create a New Permit

Create a new permit by clicking on the **"Permits - Parking & Truck"**



The screenshot shows the user interface of the Seattle Office of Film + Music portal. At the top, it says "Welcome, Seattle Office of Film + Music" and "You are now logged in." Below this, there are three main sections: "Create New", "Schedule", and "Find Existing". The "Create New" section has a list of options, with "Permits - Parking & Truck" highlighted in blue and a blue arrow pointing to it from the left. The "Schedule" section has a calendar icon and text about scheduling inspections or appointments. The "Find Existing" section has a magnifying glass icon and a list of search categories.

Welcome, Seattle Office of Film + Music
You are now logged in.

+ Create New

- Building Tune-Ups
- Complaints - Building & Property
- Licenses - Short Term Rentals
- Licenses - Trade & Equipment
- **Permits - Parking & Truck**
- Permits - Street Use
- Permits - Trade, Construction & Land Use
- Rental Housing Registration (RRIO)

📅 Schedule

To schedule an **inspection** or **appointment** enter your record number in the search box above.

For more information, see [How to Schedule an Inspection or Appointment](#).

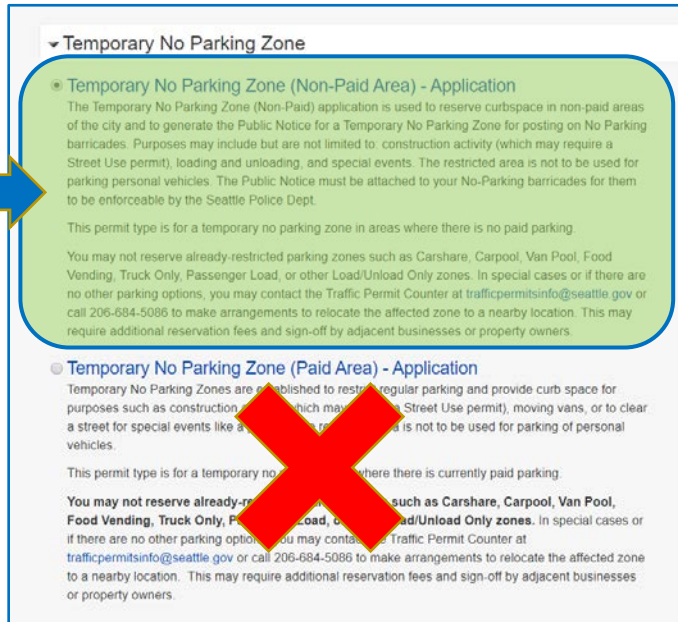
For information on how to schedule a large sign confirmation, see [How to Submit an Environmental Sign Installation Notification](#).

🔍 Find Existing

- Complaints - Building & Property
- Licenses - Trade & Equipment
- Permits - Parking & Truck
- Permits - Street Use
- Permits - Trade, Construction & Land Use
- Public Notices
- Rental Housing Registration (RRIO)

Step 3 – Select the Correct Application

Select the **“Temporary No Parking Zone (Non-Paid Area)”** option – **even if the parking you have reserved through the film permit process is in a paid parking space area.** The other option will not generate the public notice needed to place on your barricades and may ask you to pay fees – DO NOT select that application in any circumstance.



▼ Temporary No Parking Zone

- Temporary No Parking Zone (Non-Paid Area) - Application**
 The Temporary No Parking Zone (Non-Paid) application is used to reserve curbspace in non-paid areas of the city and to generate the Public Notice for a Temporary No Parking Zone for posting on No Parking barricades. Purposes may include but are not limited to construction activity (which may require a Street Use permit), loading and unloading, and special events. The restricted area is not to be used for parking personal vehicles. The Public Notice must be attached to your No-Parking barricades for them to be enforceable by the Seattle Police Dept.
 This permit type is for a temporary no parking zone in areas where there is no paid parking.
 You may not reserve already-restricted parking zones such as Carshare, Carpool, Van Pool, Food Vending, Truck Only, Passenger Load, or other Load/Unload Only zones. In special cases or if there are no other parking options, you may contact the Traffic Permit Counter at trafficpermitsinfo@seattle.gov or call 206-684-5086 to make arrangements to relocate the affected zone to a nearby location. This may require additional reservation fees and sign-off by adjacent businesses or property owners.
- Temporary No Parking Zone (Paid Area) - Application**
 Temporary No Parking Zones are established to restrict regular parking and provide curb space for purposes such as construction, loading and unloading, moving vans, or to clear a street for special events like a parade. The restricted area is not to be used for parking of personal vehicles.
 This permit type is for a temporary no parking zone in areas where there is currently paid parking.
 You may not reserve already-restricted parking zones such as Carshare, Carpool, Van Pool, Food Vending, Truck Only, Passenger Load, or other Load/Unload Only zones. In special cases or if there are no other parking options, you may contact the Traffic Permit Counter at trafficpermitsinfo@seattle.gov or call 206-684-5086 to make arrangements to relocate the affected zone to a nearby location. This may require additional reservation fees and sign-off by adjacent businesses or property owners.

Step 4 – Complete the Application

Complete the application. If you are familiar with the previous self-verification process, the new platform is not that different. You will need to create a separate application for each additional location if you have reserved parking in multiple areas. Please take note of the following on each module:

- **Nearest Address:** Please insert the building address closest where your barricades are being placed
- **Applicant:** Please insert the information for your production company that matches your film permit application here
- **General Information:** Most fields are self-explanatory or not required. Please note the following:
 - **“Reason”** – Please select “Filming”
 - **“Related Permits”**- Please enter your City of Seattle Film Permit Number (If you do not know this already, please ask the Film Permit Specialist).
 - **“Location”** – Please follow the noted example to describe the location of the barricade placement. As noted above, you will need to do this for each location – however if you are taking parking on both sides of a single street, you may note

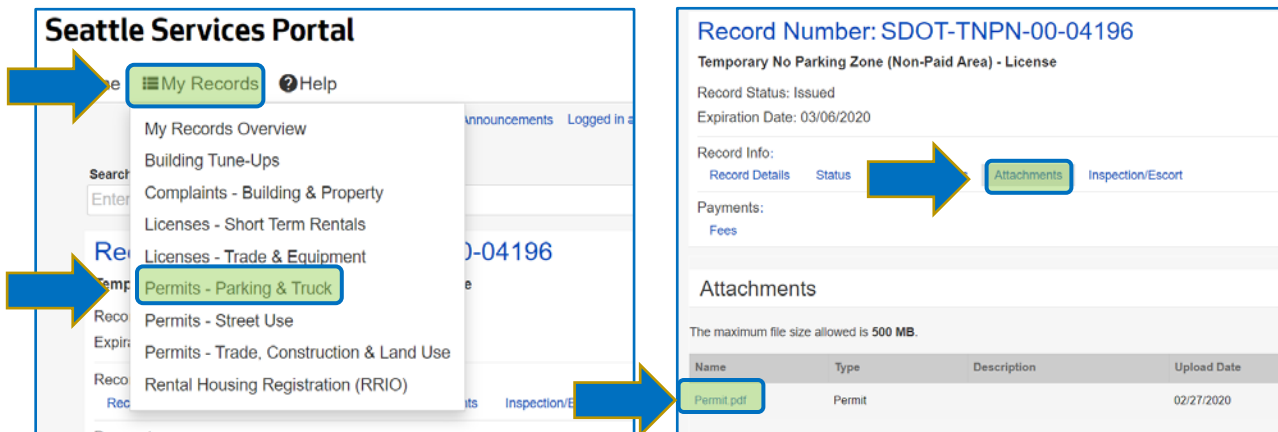
“East and West Side” instead of completing multiple applications for the same block.

- **Vehicle Information:** Please skip this module
- **Documents:** Not required, but we suggest uploading a copy of your final film permit, and site maps on this module. This information will be accessible to parking enforcement and other SDOT officials, and helpful instances where questions may arise about your barricades.
- **Review and Submit:** The final module is a summary of your application, please review for accuracy.

Step 5 – Print Public Notice

Completion and Printing of Public Notification. Once you have completed your application it will be *immediately* approved.

- You will receive an e-mail noting your application has been approved, and another with a link to the PDF of the public notice that must be printed and affixed to your barricades.
- The public notice can also be found under the “My Records” -> “Permits – Parking and Truck,” and then select the appropriate “License” record and clicking on the “Attachments” link, and then downloading the “Permit.pdf” file.



Seattle Services Portal

My Records Help

- My Records Overview
- Building Tune-Ups
- Complaints - Building & Property
- Licenses - Short Term Rentals
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- Permits - Street Use
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Record Number: SDOT-TNPN-00-04196

Temporary No Parking Zone (Non-Paid Area) - License

Record Status: Issued
Expiration Date: 03/06/2020

Record Info:
Record Details Status Attachments Inspection/Escort

Payments:
Fees

Attachments

The maximum file size allowed is 500 MB.

Name	Type	Description	Upload Date
Permit.pdf	Permit		02/27/2020

Step 6 – Posting Public Notice

Printing and placing public notice on barricades. A printed Public Notice must be placed on at least two signs per block prior to the temporary no parking zone going into effect. The No-Parking easels, including the printed public notice, should be placed 72 hours in advance. Parking Enforcement requires No-Parking easels to be verified 24-48 hours in advance in order to enforce the No-Parking area.

More information can be found via SDOT's website [here](https://www.seattle.gov/transportation/permits).