

CITY OF PORTLAND PUBLIC WORKS PERMITTING

1900 SW Fourth Avenue, Room 5000, Portland, Oregon 97201



WHAT IS A PUBLIC WORKS PERMIT?

A Public Works Permit is a permit required for privately funded public improvements constructed in a public right-of-way in the City of Portland. Because these public works improvements are intended for public use, City staff must review and approve plans prior to construction.

The information in this brochure is not all inclusive, so when in doubt about a permitting need please check with Public Works Staff.

WHAT TRIGGERS THE REQUIREMENTS FOR A PUBLIC WORKS PERMIT?

When properties develop, public services are needed to serve these developments. Services such as sanitary sewer, street improvements and stormwater management are necessary. A public works improvement and permit may be required as part of a building permit review or as part of a Land Use Review, such as a subdivision. At the time of these reviews, staff will inform an applicant of the requirements. The applicant may also research requirements in advance by visiting the Development Services Center (DSC) or scheduling an Inquiry Meeting.

Work Requiring a Public Works Permit*:

- Curb and street pavement construction
- Sidewalk reconstruction
- Street lighting
- Stormwater facilities for street drainage
- Sewer mainline extensions

PUBLIC WORKS PROCESS

The applicant will need to hire a consulting engineer to design the public works improvement or facility. After the applicant submits plans, the City's infrastructure bureaus will review the plans and provide comments. The City of Portland infrastructure bureaus are:

- Bureau of Transportation (PBOT)
- Bureau of Environmental Services (BES)
- Water Bureau (PWB)

Review of Public Works Permit plans will take approximately 10-12 weeks for **City review (steps 2-6 below)** not including time for the applicant to prepare material. Complex projects may take an additional 2 weeks for review.

There are several milestones during the Public Works Permit review phase. City staff must accept plans as being approvable for that milestone before the project can proceed to the next phase. These milestones are:

1 – Public Works Inquiry Meeting/ Detailed Consultation

The first step is for permit applicants to request either a Basic Inquiry Meeting or a Detailed Consultation with City staff to get information on public works requirements for a project. The meeting will determine if public works improvements will be required and what those improvements will be. This milestone must be completed before submittal of the Public Works Permit plans, unless an applicant has received written infrastructure bureau comments on an application for a Land Use Review, Pre-application Conference, or Early Assistance Appointment through the Bureau of Development Services.

2 – Concept Development (30% plans)

Submittal at the Concept Development is the first formal submittal of the Public Works Permit plans. Concept Development (30%) plans provide the necessary information for City staff to evaluate the project's scope and feasibility.

* Developers may construct water systems within new subdivisions. The Portland Water Bureau plans review process is concurrent with the Public Works Permit process. See The Portland Water Bureau Developer's Manual for information at www.portlandonline.com/water.



At the Concept Development Plan meeting, the applicant will be provided a written schedule of review fees specific to the project and when the fees will be due. Additional review fees are due at Design Development (60%) and Plan Review (90%). Some larger projects will have additional review fees due at the Concept Development Meeting.

3 – Design Development (60% plans)

Design Development (60%) plans are fully designed construction drawings. All utility conflicts have been resolved and site specific details are provided for City review. At this stage, plans are distributed for review to applicable City bureaus.

4 & 5 – Plan Review (90% plans) & Pre-Final Plans Check (95% plans)

Plan Review (90%) plans are final construction drawings. All previous City comments of issues have been addressed and all supporting documents such as the Stormwater Report or sewer calculations have been updated to reflect any changes that occurred during the review process.

6 – Review and Permit Issuance

Applicant submits mylars and other items necessary for permit issuance, such as performance guarantees, contractor’s insurance, application and signed permit. These plans are signed by the approving City public works bureaus. Prior to issuance of the Public Works Permit, estimated construction inspection fees are due.

After Permit Issuance – Construction & Inspection

Once the public works plans are approved by the City the construction portion of the project can be started. The applicant hires a contractor to construct the public works for streets, stormwater, sewer, and water (for new subdivisions). During construction, the public works improvement is inspected and upon completion, the facility is approved. After a two year maintenance and warranty period, the public works facility is turned over to the City for ownership and maintenance of the facility.

PUBLIC WORKS PERMIT APPEALS

An applicant may appeal a public works decision, requirement, or condition if:

- It is inconsistent with or contrary to city code, rules, standards or policy; or
- the bureau has misapplied or misinterpreted city code, rules, standards, or policy.

REVIEW FEES

	Review Fees*	Meeting Held**
Inquiry Meetings		
Basic Inquiry	\$150	2 weeks
Detailed Consultation	\$3,000	2 weeks**
Public Works Permitting Summary		
Concept Development (30%)	\$2,500 deposit	2 weeks**
Design Development (60%)	Fee***	5 weeks **
Plan Review (90%)	Fee***	2 weeks
Pre-Mylar Check (95%)	NA	No meeting – 1 week review
Sign Mylars	NA	No meeting – 1 week review
Permit Issuance	Construction Inspection fees	1 week review
Appeals		
Public Works Appeals Panel	\$200	Every 2 weeks
Public Works Appeals Board	No fee	Every 2 weeks

* Water Bureau fees to review subdivision water plans are separate from the fees listed.

** From submittal date

*** Fee is required as outlined in the fee schedule provided at the Concept Development meeting.

FOR ADDITIONAL INFORMATION AND SUBMITTAL REQUIREMENTS:

- Visit www.portlandonline.com/publicworks
- Visit the Development Services Center (1900 SW 4th Ave, 1st floor), request Public Works Permitting staff.
- Call Public Works Permitting staff at 503-823-1987
- Email Public Works Permitting staff at PublicWorksPermits@portlandoregon.gov