



Public Works Permit Application

(Version 06-2011)

City of Troutdale

104 SE Kibling Avenue

Troutdale Oregon 97060

Permit Specialist 503 674-7229

Application No.	Permit No.
Date Received	Date Issued
Received By	Issued By
Receipt No.	Fee Due \$
Bond Required <input type="checkbox"/> No <input type="checkbox"/> Yes (attach)	Receipt No.
Surety phone:	Bond no.:

Inspection requests: Phone: 503 674-7204 Fax: 503 667-0524 E-mail: inspection@troutdaleoregon.gov

Job address/location: _____ Subdivision: _____ Lot no.: _____

Describe Work (attach sketch/plans): _____

Owner Name:

Address: _____ City: _____ State: _____ Zip: _____

Phone no.: _____ Fax no.: _____ e-mail: _____

Contractor name:

Address: _____ City: _____ State: _____ Zip: _____

Phone no.: _____ Fax no.: _____ e-mail: _____

CCB license no.: _____ City or Metro business license no.: _____

Street \$ 50.00		Water \$ 50.00		
Boring <input type="checkbox"/>	Driveway Approach <input type="checkbox"/>	Connection / Lateral <input type="checkbox"/>	Pipe Type	Size
Curb/Gutter <input type="checkbox"/>	ADA Ramp <input type="checkbox"/>	Main Line <input type="checkbox"/>	Pipe Type	Size
Street Cut* <input type="checkbox"/>	Traffic Control <input type="checkbox"/>	Fire Hydrant <input type="checkbox"/>	Type	Size
Sidewalk <input type="checkbox"/>	Other Right-of-Way <input type="checkbox"/>	Meter: Domestic <input type="checkbox"/> Commercial <input type="checkbox"/>	Type	Size

* Pavement Disturbance Fee (\$0.53/ft ²)		Storm Sewer \$ 50.00		
Length (feet)	Width (feet)	Connection / Lateral <input type="checkbox"/>	Pipe Type:	Size
Area (ft ²) = (Length x Width) =		Main Line <input type="checkbox"/>	Pipe Type	Size

Pavement Disturbance Fee \$		Sanitary Sewer \$ 50.00		
Note: The Pavement Disturbance Fee is not applicable if the work is performed by or on behalf of a utility franchised by the City of Troutdale. [Resolution No. 1954(6)(i)]		Connection / Lateral <input type="checkbox"/>	Pipe Type:	Size
		Main Line <input type="checkbox"/>	Pipe Type	Size

PLANS/SKETCH REQUIRED - THE APPLICANT SHALL SUBMIT TWO SETS OF PLANS/SKETCHES WITH ENOUGH INFORMATION TO DETERMINE THE SCOPE OF WORK. APPLICATIONS THAT DO NOT INCLUDE PLANS OR SKETCHES WILL BE DEEMED INCOMPLETE.

A performance bond covering all costs of the construction may be required, as determined by the Public Works Director. All changes to the approved plans shall be submitted to the City for review and approval. A copy of the approved permit and plans must be on the job site and available upon request by any City representative.

APPLICANT'S DECLARATIONS: I have examined this application and certify that all information herein is true and correct. I further certify that all work I perform will be in accordance with City of Troutdale Ordinances, Public Works Standards and the laws of the State of Oregon. I shall hold the safety of the public and workers paramount at all times and shall observe all OSHA rules. I commit to perform responsibly, to protect public and private property throughout, and to protect storm drainage systems and natural water bodies from intrusion of sediments and other deleterious materials or discharges from the worksite.

I agree to indemnify and hold harmless the City of Troutdale, its officers, agents and employees for any and all loss, damage, cost and expense, including expenses of litigation and attorney fees, resulting in whole or in part from my actions or negligence in the performance of activities related to this permit. I understand that System Development Charges (SDC's) may be applicable and must be paid prior to the issuance of a permit and that SDC's are in addition to any other required fees.

Applicant Signature: _____ Print name: _____

Public Works Approval By: _____ Date: _____ Permit expires: _____

SUPPLEMENTAL CONDITIONS AND REQUIREMENTS ATTACHED

BASIC PUBLIC WORKS PERMIT REQUIREMENTS

ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon utility notification center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center (Note: The telephone number for the Oregon Utility Notification Center is (503) 232-1987 or “811”).

Activities requiring a Public Works Permit prior to commencing construction include, but are not limited to:

- ✓ Pavement cuts, window cuts, street borings, trenching or other work affecting City-owned streets.
- ✓ New connections to the City’s public water system, storm sewer system or sanitary sewer system
- ✓ Modifications to a water meter or commercial water service assembly or to a water service lateral between the main and meter.
- ✓ Modifications to a sanitary sewer or storm sewer lateral within the public right-of-way
- ✓ Construction of driveway approaches, curbs, gutters, sidewalks, ramps and water meter boxes/assemblies within the public ROW.
- ✓ All other construction activity that may disturb a City right-of-way or the City’s public infrastructure.
- ✓ Any work in a City right-of-way that will disrupt motor vehicle, pedestrian, or bicycle traffic.

NOTE that work occurring in a County or State controlled right-of-way and not involving any City facilities or infrastructure does not require a Public Works Permit from the City, but will require a permit from the County or State, respectively.

Basic Permit Requirements – Street cuts/Paving (additional requirements may apply; see supplemental conditions attached)

- ✓ Street cut restoration, including windows, trenches and other work disturbing pavements, must be inspected and approved by Public Works personnel. Request inspections at least 1 business day in advance by Phone 503.674.7204, Fax 503.667.0524 or Email inspection@troutdaleoregon.gov
- ✓ Request an inspection upon completion of backfill and road base preparation, prior to placing any asphalt. All pavement placed in the public right-of-way without a backfill/base approval from Public Works will be subject to removal and reconstruction.
- ✓ Request a final inspection upon completion of all paving, sealing and cleanup.
- ✓ Pay for the pavement disturbance fee (Resolution 1524) and any overage as may be applicable, if assessed. This must be paid before the next permit can be issued by the City of Troutdale to an applicant with an outstanding balance.
- ✓ Exploratory window cuts and potholes less than 1 ft² in area may be repaired with “EZ Street” pavement patch or approved equal, sand-sealed across entire surface and all edges/joints. Backfill and roadway base preparation shall be in accordance with the City’s street cut repair standards.

Basic Inspections Required for Utility Connections (additional requirements may apply, see supplemental conditions attached)

- ✓ Request an inspection at least 1 business day in advance by Phone 503.674.7204, Fax 503.667.0524 or Email inspection@troutdaleoregon.gov
- ✓ All connections to existing public infrastructure, including the entire lateral within the right-of-way, must be inspected and approved by the Public Works personnel before backfilling. Failure to do so will result in having to re-excavate to expose the connection and/or lateral, including removal and replacement of concrete driveway approaches, curbs, gutters, sidewalks and water meter boxes/vaults, if necessary.
- ✓ Installation and/or modification of domestic water meter boxes and commercial water service assemblies/vaults, including backflow prevention devices where applicable, must be inspected and approved by Public Works personnel prior to receiving final approval of this permit. Backflow prevention devices must be additionally inspected and tested by a Certified Backflow Inspector, provided by permittee.

Basic Inspections Required for Concrete Pour (additional requirements may apply, see supplemental conditions attached)

- ✓ Request an inspection when the forms are set and before placing the concrete by Phone 503.674.7204, Fax 503.667.0524 or Email inspection@troutdaleoregon.gov Concrete placed in the public right-of-way without a pre-pour forms approval from Public Works will be subject to removal and/or reconstruction.
- ✓ Public Works must inspect and approve the finished product for all concrete approaches, curbs, gutters, sidewalks, and ramps within the public right-of-way. Request a final inspection by Phone 503.674.7204, Fax 503.667.0524 or Email inspection@troutdaleoregon.gov.

The Building Division will not issue a “Certificate of Occupancy” or “Building Final Approval”, if applicable, without an approved final inspection for this Public Works Permit.