Note that this information applies only AFTER you have been approved for a BES Simplified Permit see *BES Simplified Permit Application*

INFORMATION SHEET FOR BES SIMPLIFIED PERMITS[1] Initiated by Development

I. PLAN REVIEW AND SIMPLIFIED PERMIT ISSUANCE

Plan Submittal

A. Applicant/Engineer submits items listed on the *BES Simplified Permit Submittal Check Sheet*. (plans, pdf, initial $600 check[2], *BES Simplified Permit Plan Minimum Acceptability Form*).

B. Submittal delivered to the 5th Floor receptionist at 1900 SW 4th Ave. Portland, OR, 97201, Attn: Nicole Hittle.

C. BES Project Manager (PM) performs a minimum acceptability check of the submittal within three business days of submittal drop-off. If submittal does not meet minimum acceptability, then engineer will be contacted via phone or email to pick up plans and resubmit.

D. If plans are accepted BES Plan Review process begins.

BES Plan Review and Resubmittals

E. BES PM reviews plans within 10 business days of receiving submittal and returns the red-lined plans to the consultant engineer via an email or by posting the plans to the City's ftp site.

F. Resubmittal of plans can be done via a pdf in an email or a CD sent to the BES PM (see address in Letter B). Each subsequent BES review will be done within 10 business days after BES accepts submittal. All redline (RLs) comments must be addressed on the plans. Any redline comment not accepted or applied to the plans must be discussed with BES PM; otherwise, plans will be returned.

Approved Plans and Issuing Simplified Permit

G. Once the BES PM authorizes final plans (as mylars or vellums) the engineer submits:
   1. ***Signed, stamped***[3] final plans
   2. One full-sized copies that are signed and stamped
   3. Three 11" by 17" paper copies of the ***signed, stamped*** plans
   4. A CD with an electronic copy (pdfs) of the final ***signed, stamped*** plans

H. Applicant/Contractor submits (see City PWP website for forms and information):
   1. Final fee payment (see the next section for details)
   2. *BES Simplified Permit* document signed by applicant and contractor
   3. Certificate of Liability Insurance
   4. Contractor Street Bond
   5. Engineer signed and stamped cut sheets and MH shop drawings

[1] Simplified Permits were formerly known as Short Extensions.
[2] All checks made out to "City of Portland" with address of project on the check.
[3] Wet ink signature required on the vellums or mylars and the full-sized paper copies.

BES Simplified Permit (SP) Fees[4]

Fees are paid in two installments. Every SP is required to pay an initial $600 *nonrefundable* fee at the time of the first plan submittal. After the plans have been reviewed and approved, then the second installment of the fee is required before the SP is issued. This second fee amount is determined by the following:

- $400 for sewer extensions 51-100ft
- $344 to tap a MH
- $670 to install a MH on mainline or installing terminal MH
- $100 for a terminal clean-out

II. IMPORTANT TIMELINES TO NOTE

- Applicant has one year from the Inquiry response date to get their permit issued. If they do not complete the process and get their permit issued within one year they will need to pay another $600[5] and resubmit plans.
- The issued WE Simplified Permit expires six months after its issuance. The applicant will need to pay another $600 and resubmit plans if they have not started construction within six-months of BES issuing the BES Simplified Permit.

III. DIFFERENCES FROM "STANDARD" PUBLIC WORKS PERMITS

A. Simplified sewer permits do ***not*** have a performance guarantee requirement. A public sewer built using the Simplified Sewer Permit must be in the ground and accepted by the City before BES Development Engineering can "sign-off" on a land division or a building permit.

B. In addition to the signed and stamped final plans as mylars or vellums, the engineer provides a pdf of the signed, stamped final plans, one full-sized signed, stamped copies and three 11" x 17" paper copies of the signed, stamped plans.

C. It is the signing engineer's responsibility to verify that the plans meet field conditions at the time of construction. This not only includes conditions in the Right of Way but also on-site (private) conditions that could impact the project. The Simplified Permit (SP) will be void if City[6] inspectors determine extension cannot be built per plans and require a higher level of inspection (see *BES Simplified Permit Document*).

D. Stamping and signing engineer is responsible for verifying Contractor's cut sheets and manhole (MH) shop drawings. Engineer must sign, stamp and return the approved cut sheets and MH shop drawings to BES PM before SP will be issued (see *BES Simplified Permit Document*).

E. City Inspector initials approval of items on plans cover notes. Engineer of Records responsibility to return the Inspector initialed plan set to BES PM.

F. Air test, video inspection and mandrel testing must be done in the presence of the City inspector.

G. Contractor is responsible for having density testing done by an accredited laboratory and providing City inspector with density testing results. (see SP Cover Sheet Notes)

H. Engineer of Record responsible for providing the City signed, stamped As-builts at the completion of project along a plan set (11" by 17" is fine) with City Inspector initials. Please use full-sized plans for clarity (deliver hardcopies to: BES PM Name, BES Development Engineering, 1900 SW 4th Ave, Suite 5000, Portland, OR 97201). As-builts to be received by the City before any BES connection permits to laterals will be approved. Note: difficult to read or fuzzy As-builts will not be accepted.

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[4] Fees are updated every fiscal year. You will be charged the rate applicable at the time or plan submittal or permit issuance.

[5] Fees and rates updated each FY.

[6] City of Portland