

PBOT

PORTLAND BUREAU OF TRANSPORTATION

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Art or Custom Bike Rack Basics - Portland Bureau of Transportation

Please note: this document is intended to provide a simplified explanation of the process for requesting a permit to install a non-standard bike rack. This explanation is intended to clarify, not replace, existing code, requirements, or other standards. For specific requirements, please refer to the [Administrative Rule](#).

1) **Contact PBOT's Encroachment Permit Staff** (503-823-5579 or encroachments@portlandoregon.gov). Have the following info ready:

- Proposed location, including site plan.
- How many bikes do you want to accommodate?
- Proposed bike rack design, including dimensions if possible.

2) **If you have rack design questions, contact PBOT staff person** (Sarah Goforth, 503-823-9863 or sarah.goforth@portlandoregon.gov). Have the following info ready:

- Proposed location
- Proposed bike rack design.

3) **Get the o.k. from the property owner**

- Prop. Owner has liability for anything on their property and adjacent sidewalk
- Prop. Owner will need to formally request the rack permit with a letter

4) **Be aware of costs**

- Costs may include City permit fees, plus the cost of designing, fabricating, and installing rack. These are borne by the property owner or designee.

5) **Prepare rack design** (see [Administrative Rule](#) for specific details about design)

- Caneable? (Can be detected by visually impaired person using cane to navigate)
- Not a Tripping Hazard? (Nothing sticking out into pedestrian path of travel)
- Lockable? (Able to use a standard U-lock with the rack)
- Frame-Restable? (minimum 36" height to allow leaning a bike against)



The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations, complaints and information, call (503) 823-5185, City TTY (503) 823-6868, or use Oregon Relay Service: 711.

- Kid proof? (Child can't put head through space and become trapped)
- Powder-coat or stainless-steel surface for durability?
- Tamper-proof bolts? (Securing rack to surface of the sidewalk with security bolts)
- Not-bolt-cuttable? (rack material is sturdy)
- Could this rack be considered an advertisement? (E.g. Company name or logo included in design) If so, the rack **will not** be permitted.

6) **Prepare site plan** (see [Administrative Rule](#) for specific details about design)

- Rack is close to entrance?
- Rack is in the Street Furnishings Zone? (refer to [Administrative Rule](#) for details)
- Not covering a water main or utilities vault?
- At least 3 feet from trees, meters, benches, etc.?
- Minimum 9 feet sidewalk width?
- Proper clearance for bikes to park without bumping into cars along the curb?
- Proper clearance for bikes to park without obstructing pedestrian path of travel?

7) **Property owner sends vetted rack design, site plan, and letter requesting permit to PBOT, along with right-of-way fee** (& county recording fee, if required)

- The request will trigger a sidewalk/curb inspection
- If anything is found that needs to be brought up to code, property owner will be notified and required to fix issues (even if they decide not to install rack)

8) **Street Systems issues a revocable permit**

9) **Property owner can begin fabrication and installation of rack**