Instructions for completing Fee Statement Request

For Engineering & Construction Services

W-6

Phone 503-823-7368 Email devrev@portlandoregon.gov

Complete this form if you need water service at your site, need to extend or relocate a water main to receive service, require a fire line or public fire hydrant. A water service includes the water meter and service branch (the pipe from the water main to the water meter).

The Fee Statement Request form (W-6) is required for projects that will involve public water system work. The Portland Water Bureau will prepare an estimate that identifies our cost to provide water service to the site.

When is a scalable site utility plan required?

Submit a scalable site utility plan for new construction that includes installation of new meters 1.5 inches or larger.

When is a Water Meter Sizing Worksheet (Commercial or Mixed Use) needed?

A Water Meter Sizing Worksheet (Commercial or Mixed Use), form W-4, identifies your water service needs, and helps us determine the water meter size. This worksheet must be completed if the applicant is planning to:

- Construct a new building
- Add or remove plumbing fixtures

Where do I send the Fee Estimate Request and Water Meter Sizing Worksheet?

Portland Water Bureau Development Services

Mailing address:
1120 SW 5th Avenue, Room 600
Portland, OR 97204-1926

Walk-in assistance:
1900 SW 4th Avenue, 1st floor DSC
Monday - Friday, 7:30 am - 3 pm

Email:

devrev@portlandoregon.gov

Please feel free to call Portland Water Bureau Development Services, 503-823-7368, should you need assistance.

Portland Water Bureau Development Services 1120 SW 5th Avenue Portland OR 97204

Fee Statement Request W-6

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Applicants must submit scalable site utility plan. Fee Statement Requests for domestic services must include a Water Meter Sizing worksheet (Commercial or Mixed Use), Form W-4.

Date	Property Address	Building Permit Number
Contact	Company	
Address, City, State, ZIP Code		
Telephone	FAX	Email

Work Requested

If residential, number of dwelling units _____	Will there be commercial space? ☐Yes ☐ No

Water Mains	☐ Extension ☐ Relocate/Adjust/Abandon ☐ Upsize	Is this request required for a land use action? ☐ Yes ☐No **LU number**_____

Domestic Services	**New services** ▪ Size is based on Total Fixture Units from Water Meter Sizing Worksheet (Commercial or Mixed Use) (W-4). ▪ gpm = gallons per minute	Size _____ ☐Domestic ☐ Irrigation _____ gpm	Size _____ ☐ Domestic ☐ Irrigation _____ gpm
	Existing services	☐ Retain at current size	☐ Upsize Qty _____ ☐ Remove Qty _____

Fire Lines	Fire line sizes are based on fire sprinkler system flow requirement. For backflow questions, call the Water Line, 503-823-7525 Minimum backflow assembly requirements 1. Double-check detector assembly installed on private property at property line. 2. Touch pad remote reader accessible in the right-of-way.	Fire Line Size (inches) _____ Flow requirements _____ gpm No. of private hydrants on property _____
	For fire flow information — email: wbfireflow@portlandoregon.gov — or — call: 503-823-1408	

Public Fire Hydrants	Are you required to add fire hydrants in the public right-of-way?	☐ Yes ☐ No	How many? _____
	Will you need to adjust, relocate, or remove public fire hydrants?	☐ Yes ☐ No	How many? _____

Do you need additional work? Please use additional sheet(s) of paper to describe your needs.

Account information for utility billing purposes

Name	Phone Number
Address	
City, State, ZIP Code	