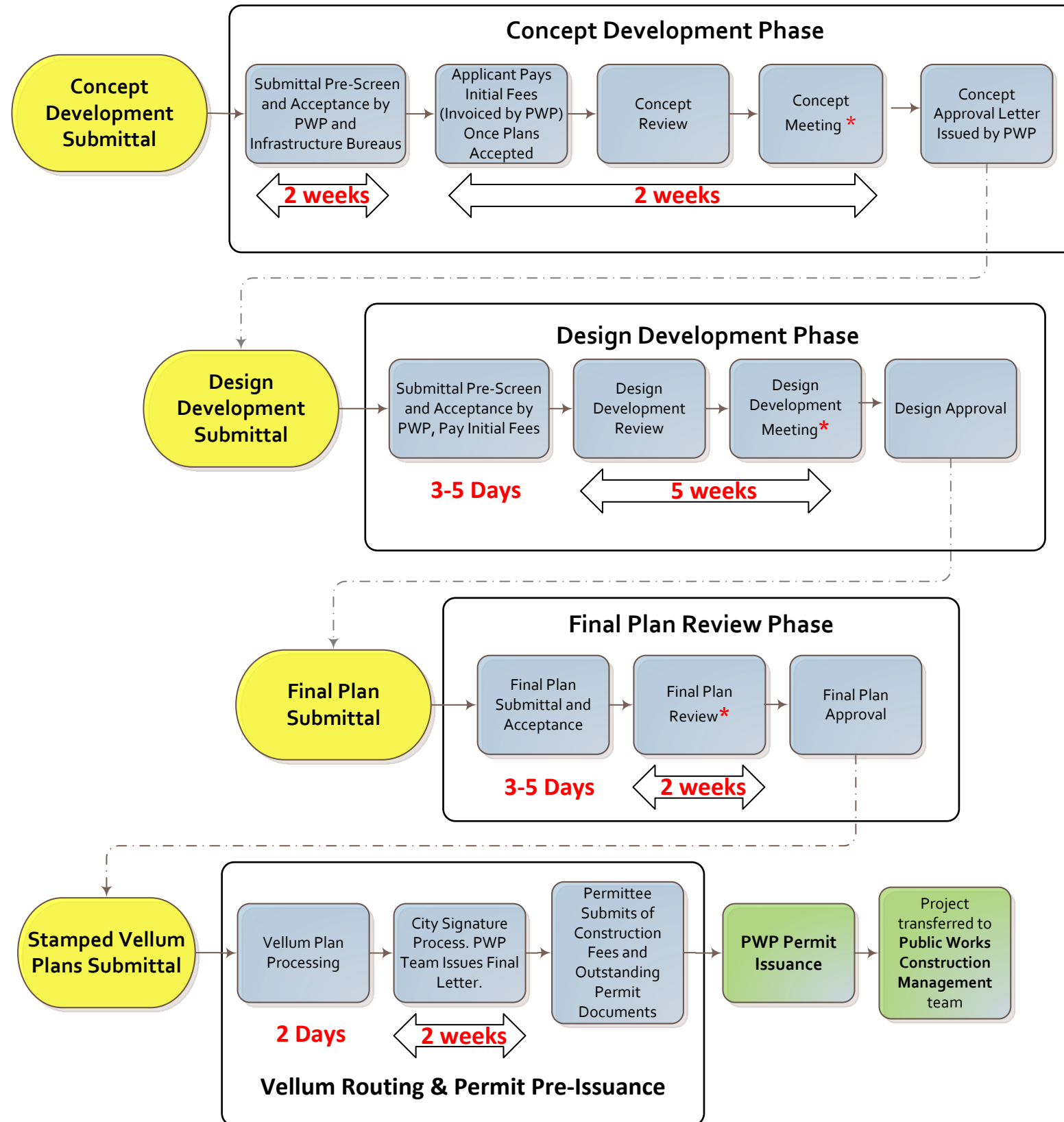


Public Works Permitting (PWP) Process



Concept Development Phase:

- Concept Development submittals are made through the online submittal link, under **Step 2** at www.portlandoregon.gov/publicworks "Step-by-Step Process". Incomplete submittals will not be accepted. Concept fee payments will be invoiced by PWP. Hard-copy checks are no longer accepted with submittals.
- Concept Development Meeting with City staff (infrastructure bureaus and Urban Forestry) is set approximately two weeks after city acceptance of the submittal.
- Concept Approval Letter / Move to Design – Design Phase Review Fees and Bonding Information provided by Public Works Permitting team prior to Design Phase submittal.
- Concept Not Approved / Interim Submittal Required – redline comments provided by infrastructure bureaus.*

Design Development & Final Plan Review Phases:

- Design Review fees due will be invoiced by PWP team with Concept Approval Letter. Design submittals will not be accepted without confirmation of invoice payment. Hard-copy checks are no longer accepted with submittals.
- Design Development and Final Plan submittals are made through the online submittal link, under Steps 3 & 4 at www.portlandoregon.gov/publicworks "Step-by-Step Process".
- **BUILDING PERMIT/PLAT SIGN-OFF:** For PWP sign-off on associated building permit or land use Final Plat check-sheets, a performance guarantee, PWP Permit Form and associated PWP fee payment are required.
- Early initiation of water service may be available during Design phase. Please contact PWP for more information.

Vellum Signature Routing & Permit Issuance Phase:

- Once vellum plans are submitted, PWP sends a Final Letter summarizing all outstanding forms, insurance, and estimated construction/inspection fees due prior to permit issuance.
- At PWP permit issuance, approved plans and specifications are issued via electronic permit (email notification from PWP) with instructions on how to set a pre-construction conference date.
- A Street Opening Permit may be required for some projects, and will be ordered during final plans signature routing process by PWP team for affected projects.
- PWP Permit does not include any required permits for temporary street use or sidewalk closures. For more information: <http://tsup.info>
- At permit issuance, project coordination is transferred to the Public Works Construction Management team.

*Additional 2 week review cycle applies to each interim submittal required to complete a phase.

CITY OF PORTLAND PUBLIC WORKS PERMITTING

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