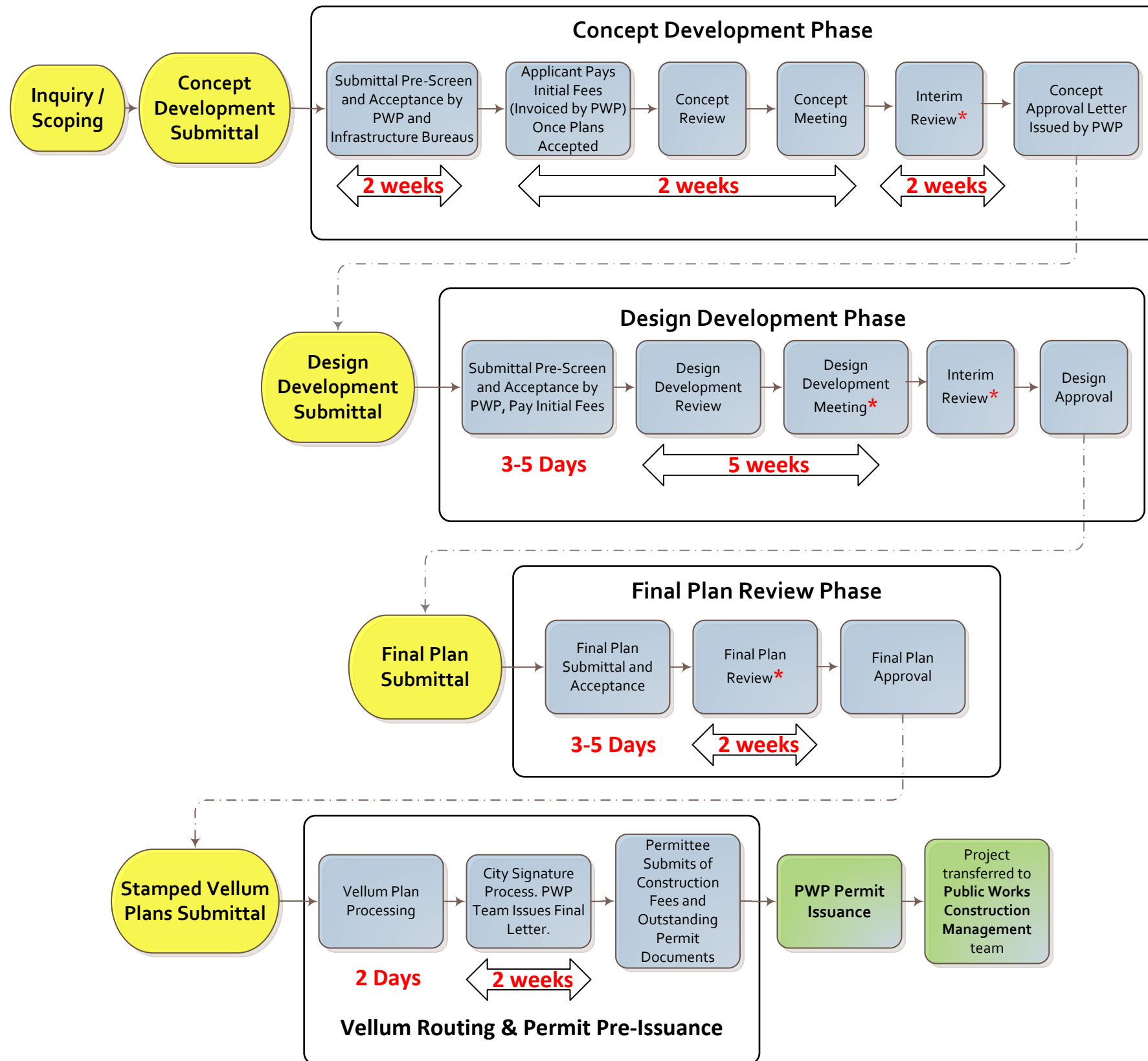


# Public Works Permitting (PWP) Process



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

## Step 1 - Inquiry & Scoping:

- Conditions of approval / requirements for public improvements are established through Early Assistance, Land Use, or Building Plan Review processes. More info: Step-by-Step Public Works Permit Process, Step 1 <https://www.portlandoregon.gov/article/309700>

## Step 2 - Concept Development Phase:

- Concept Development submittals are made through the online submittal link, under **Step 2** at [www.portlandoregon.gov/publicworks](http://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.\*

## Step 3 - Design Development:

- 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](http://www.portlandoregon.gov/publicworks) "Step-by-Step PW 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.

## Steps 4, 5 & 6 – Final Plan Review, Vellum Signature Routing & Permit Issuance:

- 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.

CITY OF PORTLAND

**PUBLIC WORKS PERMITTING**

1900 S.W. 4th Avenue, Suite 5000 Portland, Oregon 97201

[publicworkspermitting@portlandoregon.gov](mailto:publicworkspermitting@portlandoregon.gov)

[www.portlandoregon.gov/publicworks](http://www.portlandoregon.gov/publicworks) 503-823-1987 PWP Hotline

