



RAPID START USER GUIDE URBAN FORESTRY

DEVELOPMENT HUB PDX

LET'S GET STARTED

- Online Permitting is available for Street Tree Pruning, Root Pruning and Tree Removal/Replant permits. You may use this link <https://www.portlandoregon.gov/trees/65368> to determine if a permit is required.
- To access the online permitting portal, go to the Development Hub webpage at: <https://devhub.portlandoregon.gov>.
- Select **Login / Register** tab.
- You will be prompted to login using your *PortlandOregon.gov* **User Name** and **Password** *OR* create a New Account if you don't already have one.
- After you are logged in, you will be on the Development Hub PDX Welcome page. On this page there are links to: apply for a permit, update your account information, search for and pay fees, view and pay permit bills on your account, and view permit history and details.

Tab	Details
Logout	Log out of Development Hub.
Account Information	Update your account information in the permitting process.
View/Pay Bills	Search for permit bills/fees by IVR Number, Permit Number or Address.
My Bills	Lists unpaid permit bills/fees associated with user name.
Permit History	A list of permits on this account that have been applied for, issued, final, cancelled or void. Permits will only be removed from this list seven days after they have reached "Final" status (after Final Inspections are Approved). From this link, you can schedule inspections or check the status of an inspection, pay for permits, and see details about specific permits.

APPLY FOR A NEW PERMIT

- To start the online permitting process, click the **Apply for a New Permit** button. To continue with the application process, see steps 1 through 6. To end the process, just log out at any time.

1 SELECT THE PERMIT TYPE

- Permit Type options will be limited to the licenses provided in your personal account information.
- Select the appropriate permit type: **Urban Forestry (Street Tree Pruning, Root Pruning or Removal/Replant)**
- Continue** to Step 3.

2 SELECT THE PROPERTY

- Search by street address or Tax ID Number. A maximum of 20 address display when searching by street address. Best practice is to search by the street number and street name.
- Click the **Continue** button to go to Step 4.

3 ENTER PERMIT DETAILS

- In the Detail window, read each section and confirm that you understand by checking the box after each statement and click and the **Continue** button.
Confirmation requirements vary by permit type.
- Click **Save for Later** to save and return to the application at a later time or click **Update/Continue** to continue.
Incomplete Urban Forestry permit applications are deleted nightly.



4 ENTER ADDITIONAL INFO

- Complete the Permits Info section including date work is to be done. For each species of tree select the species name, trunk diameter and number of trees of this species impacted.
- Review the Additional Info entry and click **Update/Continue**. If you Click **Save for Later** if you would like to save and return to the application at a later time.

Tree Removal/Replant Only: Download and complete the Tree Removal & Replanting Permit Application (Editable PDF). Complete the fields in the Upload New Document section, click the Browse button to select the completed Tree Removal & Replanting Application and click the Add Attachment button to upload the application.

- Click the **Continue** button to go to Step 5.

5 PAY FOR YOUR PERMIT FEES

If you only need to pay one permit check refer to PAY FEE FOR CURRENT PERMIT section below. If you would like to apply for multiple permits, and enter your card information once to pay for all of them refer to the PAY FEES FOR MULTIPLE PERMITS section below.

PAY FEE FOR CURRENT PERMIT

- Select the checkbox for the Fees Due and click **Pay selected fees** button.
- Select Payment Type: **Credit Card** or **Electronic Check**.
Accepted Credit Cards: MasterCard, VISA, Discover and American Express
- Complete the payment information fields as indicated. Click **Submit Payment**.
The issued permit will be emailed momentarily, after your payment is processed.
- You will be prompted to print a receipt if you would like one.
- Click **Finish** or (Optional) Click **Apply for Another Permit**.
- A copy of the Payment Receipt Confirmation is emailed to the address entered on the payment webpage from Portland.Recipients@portlandoregon.gov.
- A PDF copy of the Trade Permit is emailed to the address on the account information from developmenthubpdx@portlandoregon.gov.

PAY FEES FOR MULTIPLE PERMITS

OPTION 1: Apply for Another Permit and Make a Single Payment

- If need to submit another permit either on the same or different property address and would like to make a single payment, click **Continue** and click **Apply for Another Permit**.

OPTION 2: Make a Single Payment for a Current and Existing Permit(s)

- Click **Save for Later** button.
- From the Development Hub home page, select **My Bills** tab.
- Locate and click the checkbox next to the permits to be paid and click **Selected Fee Detail** button.
- Click the checkbox next to the permits to be paid and click the **Pay selected fees** button.
- Select Payment Type: **Credit Card** or **Electronic Check**.
Accepted Credit Cards: MasterCard, VISA, Discover and American Express
- Complete the payment information fields as indicated. Click **Submit Payment**.
The issued permit will be emailed momentarily, after your payment is processed.
- You will be prompted to print a receipt if you would like one.
- Click **Finish** or (Optional) Click **Apply for Another Permit**.

Need help or have questions? Call Urban Forestry at (503) 823-8733 (TREE) or send an email to trees@portlandoregon.gov