



PORTLAND BUREAU OF TRANSPORTATION
STREET USE PERMIT APPLICATION



Ready Date _____

Company Name _____ Contact Person _____
 Address _____ City _____ ST _____ Zip _____
 Office Phone _____ Cell Phone _____
 Job Site Phone _____ Email _____

LOCATION

JOB SITE ADDRESS _____ **Job Site IVR #** _____ **-or- (N/A)** _____
 Street Name _____ (ave/st) on the **N S E W** side of the street
 Between 2 cross streets _____ & _____
 Start Date _____ End Date _____ (Allow at least 5 business days to process a request)
 Describe type of work _____
 Work days: Mon-Fri / Mon – Sat / All Days (circle one) Times of Day _____ AM/PM to _____ AM/PM

PARKING - USE DIAGRAM ON REVERSE SIDE TO IDENTIFY EXACT LOCATION OF PARKING

Type of Parking	# of Feet in 20ft increments
Pay Station / Meter (1space = 20ft)	_____
Truck Loading Zone (In 20ft increments)	_____
Other (i.e. Taxi Zone, Disabled, Angle, etc.)	_____

If not pay to park area, indicate parking configuration and footage, ie: 2 hr. Time Zone, or Zone Parking, etc.

What will you park in the space?
 NO PASSENGER VEHICLES AND SUVs ARE PERMITTED

___ **SIDEWALK CLOSURE** ___ **STREET CLOSURE**
 ___ **LANE CLOSURE** ___ **UTILITY WORK**

- For additional application information, go to www.portlandoregon.gov/transportation/ click on, "I want to get a permit." If you are online, use the links below for submittal requirements.
- Requires submittal of a pedestrian and/or traffic control plan. [Click here](#) for instruction checklist on creating pedestrian and/or traffic control plans.
- Requires insurance listing the City as additionally insured. [Click here](#) for insurance requirements.
- Allow minimum 7 days to process traffic control plans and for major projects allow longer depending on complexity of closures.

Additional Information _____
 CHECK IF MORE THAN 1 PAGE REQUEST (attach additional pages) Insurance Expiration Date: _____

<i>OFFICE USE ONLY</i>	Permit Fees _____	Barricade prcd explained <input type="checkbox"/>
	BDS Install Fee _____	SM cancel policy explained <input type="checkbox"/>
	Closure Fee _____	Mapped <input type="checkbox"/>
	Other Pages _____	Request Taken by _____
	Total Fees _____	Request Taken on _____

IVR Number _____

Non-discrimination notice: 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 additional information:**, contact the Title II and Title VI Coordinator at Room 1204, 1120 SW 5th Avenue, Portland, OR 97204, or by telephone 503-823-5185, City TTY 503-823-6868, or use Oregon Relay Service: 711.

Office hours: Mon-Fri, 8am-3pm (office closes at 12pm on Thursdays)
1900 SW 4TH AVE, 1ST FLOOR, PORTLAND, OREGON 97201

PHONE: 503.823.7365 FAX: 503.823.9282 Email: CPAC@portlandoregon.gov

Traffic Control Plan Information:

- Include existing conditions: lanes, curbs, direction of traffic, parking spaces, and north arrow
- Include proposed traffic control: work zone, signs, cones, flaggers, spacing distances
- Include contact info and job info: company name, contact name, phone number, job site address, proposed work dates and times of day, any applicable City permit numbers (street opening, sewer connection, sidewalk repair, etc)

Pay Station Information:

- Transportation staff must be able to service pay stations
- You cannot restrict or fence off access to a pay station
- You are responsible for informing staff if your work affects a pay station in any way

Bike Rack Information:

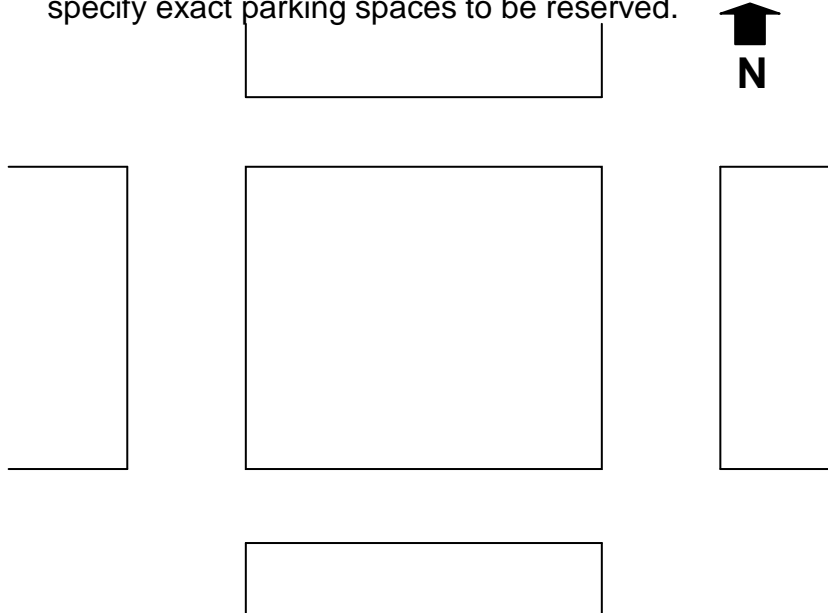
- Any relocation of sidewalk bike racks must be coordinated with PBOT; contact Scott Cohen at 503-823-5345

Public Art Information:

- Any public art pieces on the sidewalk or street area must be protected from damage and debris; contact Keith Lachowicz at 503-823-5404 for more information

PARKING LOCATION DIAGRAM

If requested parking is located in a Metered Area, specify exact parking spaces to be reserved.



Email completed application and all documents to

CPAC@portlandoregon.gov

Or hand deliver to 1900 SW 4th Ave, 1st floor

Mon-Fri, 8am-3pm (office closes at 12pm on Thursdays)

Please allow at least five (5) business days to process a permit request