

Art or Custom Bike Rack Basics - Portland Bureau of Transportation

Please note: this document is intended to provide a simplified explanation of the process for requesting a permit to install a non-standard bike rack. This explanation is intended to clarify, not replace, existing code, requirements, or other standards. For specific requirements, please refer to the [Administrative Rule](#).

- 1) **Contact PBOT's Encroachment Permit Staff** (Fernando Castillo, 503-823-5579 or fernando.castillo@portlandoregon.gov). Have the following info ready:
 - Proposed location, including site plan.
 - How many bikes do you want to accommodate?
 - Proposed bike rack design, including dimensions if possible.

- 2) **If you have rack design questions, contact PBOT staff person** (Scott Cohen, 503-823-5345 or scott.cohen@portlandoregon.gov). Have the following info ready:
 - Proposed location
 - Proposed bike rack design.

- 3) **Get the o.k. from the property owner**
 - Prop. Owner has liability for anything on their property and adjacent sidewalk
 - Prop. Owner will need to formally request the rack permit with a letter

- 4) **Be aware of costs**
 - Costs may include City permit fees, plus the cost of designing, fabricating, and installing rack. These are borne by the property owner or designee.

- 5) **Prepare rack design** (see [Administrative Rule](#) for specific details about design)
 - Caneable? (Can be detected by visually impaired person using cane to navigate)
 - Not a Tripping Hazard? (Nothing sticking out into pedestrian path of travel)
 - Lockable? (Able to use a standard U-lock with the rack)
 - Frame-Restable? (minimum 36" height to allow leaning a bike against)
 - Kid proof? (Child can't put head through space and become trapped)
 - Powder-coat or stainless-steel surface for durability?
 - Tamper-proof bolts? (Securing rack to surface of the sidewalk with security bolts)
 - Not-bolt-cuttable? (rack material is sturdy)
 - Could this rack be considered an advertisement? (E.g. Company name or logo included in design) If so, the rack **will not** be permitted.

6) **Prepare site plan** (see [Administrative Rule](#) for specific details about design)

- Rack is close to entrance?
- Rack is in the Street Furnishings Zone? (refer to [Administrative Rule](#) for details)
- Not covering a water main or utilities vault?
- At least 3 feet from trees, meters, benches, etc.?
- Minimum 10 feet sidewalk width?
- Proper clearance for bikes to park without bumping into cars along the curb?
- Proper clearance for bikes to park without obstructing pedestrian path of travel?

7) **Property owner sends vetted rack design, site plan, and letter requesting permit to PBOT, along with right-of-way fee** (& county recording fee, if required)

- The request will trigger a sidewalk/curb inspection
- If anything is found that needs to be brought up to code, property owner will be notified and required to fix issues (even if they decide not to install rack)

8) **Street Systems issues a revocable permit**

9) **Property owner can begin fabrication and installation of rack**