
Test Bore, Monitoring Well, & Underground Storage Tank Decommissioning Permit Application Packet

This packet contains the requirements and forms needed to apply for a permit allowing test bore, monitoring well, or underground storage tank decommissioning work within City of Portland right of way.

Please allow 5-7 business days to process permit requests. As of July 1, 2017 the following is required to apply for a permit:

- A .pdf including:**
 - A cover letter detailing the following information:**
 - Who you are and your contact information
 - What work you are requesting a permit for
 - Why the work needs to be in the right-of-way
 - When you would like to perform the work
 - Who the contractor doing the work is and their contact information
 - A permit request form**
 - A permit request form is provided in this packet
- Fees are assessed as follows:**
 - Fees are paid when all reviews have been completed, and can be paid in person, over the phone or online.
 - Test Bore permit fee is \$440.00 for all holes within a 200ft radius.
 - Monitoring Well permit fee is \$440.00 per well
 - Underground Storage Tank Decommissioning (removal or decommission in-place) permit fee is \$792 per tank
 - The Water Bureau review fee is \$55 for the first two "items," and \$30 per item thereafter
 - The Street Light Utility locate fee is \$110 per 100 linear feet of length
 - The Insurance Processing fee is \$23.70
- The party performing the work must have liability insurance and a street opening bond on file with the City of Portland**
 - Insurance and street opening bond requirements and forms are provided in this packet
 - For insurance and street opening bond questions, contact our Insurance and Bond Coordinator at (503) 823-7142
- A performance bond is required for each individual monitoring well**
 - The performance bond form is provided in this packet
 - The performance bond must be held by the party that is responsible for the monitoring well; contractors and consultants are not allowed to hold performance bonds

An approved traffic control plan may be required prior to commencement of work. For traffic control plan approval contact Traffic Operations at (503) 823-7365.

For a permit to close parking, contact the Transportation Permit Center at (503) 823-7365.

Contact information for application submittal and questions:

Contact:	Kylie Thompson	Email:	pbotutilitypermits@portlandoregon.gov
Phone:	(503) 823-5079	Address:	1120 SW 5 th Ave., Rm 825
Interoffice:	B106 / 800		Portland, OR 97204



Test Bore, Monitoring Well, & Underground Storage Tank Decommissioning Permit Request Form

Contractor requesting permit

Company name _____
 Address _____

 Contact name _____
 Contact phone _____
 Contact email _____

Work Site Info

Site address _____
 Primary street _____
 Cross streets _____

Contractor working in ROW Same as above

Company name _____
 Address _____

 Contact name _____
 Contact phone _____
 Contact email _____

Test bore / Monitoring Well

Number of bores _____
 Number of wells _____
 Greatest diameter _____
 Greatest depth _____

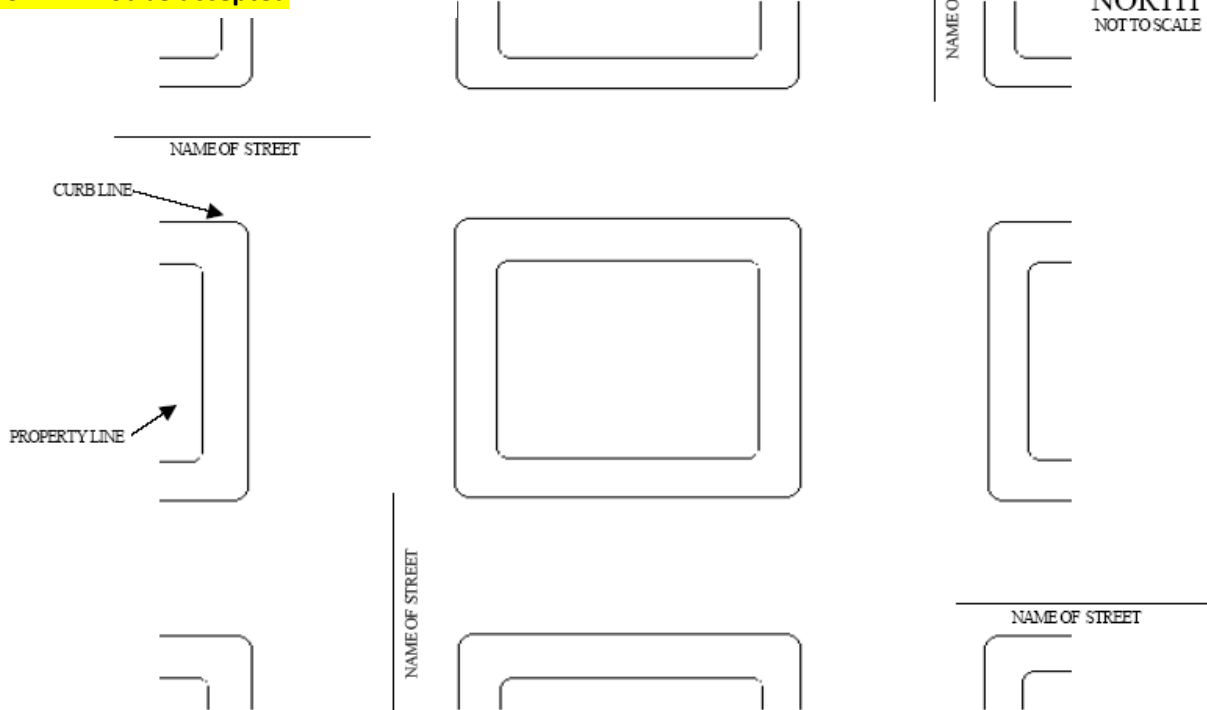
Underground Storage Tanks

Number of tanks _____
 Decommission in place* Remove from Ground

*all portions of the tank less than 60 inches below grade must be removed

Dimension from curb lines when present or from property lines when there are no curbs

Dimension lines are required or the application will not be accepted



PBOT

PORTLAND BUREAU OF TRANSPORTATION

1120 SW Fifth Avenue, Suite 800 Portland, OR 97204 503.823.5185
Fax 503.823.7576 TTY 503.823.6868 www.portlandoregon.gov/transportation

Dan Saltzman Commissioner **Leah Treat** Director

Utilities, Construction & Inspection – Insurance & Bonding

Insurance requirements for street and sidewalk use permits: The City of Portland requires the following two documents for Street and Sidewalk Use Permits. The certificate and endorsement must be approved by the City Attorney before a permit can be issued. Please allow six (6) business days for processing.

1. A Standard Certificate of Liability Insurance: The insurance certificate is intended to protect the public from any liability it may incur as a result of granting the requested permit. Certificate shall contain the following:

- City of Portland named as the Certificate Holder with following address:
 - City of Portland
 - Utilities, Construction & Inspection
 - 1120 SW 5th Ave – Room 825
 - Portland OR 97204
- Minimum Coverage Requirements for Liability Insurance:
 - Per Occurrence coverage not less than \$1,000,000 (one million dollars) per occurrence.
 - General Aggregate coverage not less than \$2,000,000 (two million dollars).
- Notification of Cancellation:
 - The City of Portland requires 30 (thirty) days written notice from the insurance company prior to cancellation of the policy.
- In the “DESCRIPTION OF OPERATIONS...” section of the certificate:
 - Indicate the type of permit requested (Street/Lane/Sidewalk Closure, Street Opening, Sewer Connection, Banner, Sidewalk Café, Vending Cart, Community Event, Block Party).
 - If the insured seeks a permit for a location/locations that are different than the Insured’s address on the certificate, the location(s) must be listed.
 - If the insured continuously seeks permits for varying locations and dates, you may indicate “All Operations”. Do not list each permitted location/date. If you do, a new certificate and endorsement will be required for each.
 - Include the following language: “The City of Portland is an additional insured per attached [*insert name of endorsement*] endorsement”. (See section # 2 for endorsement requirements.)

2. An additional insured endorsement form: The City of Portland accepts endorsements referring to permits and state or political subdivisions:

- The City of Portland **must** be listed in the schedule section of any endorsement where one is included.
- The policy number on the certificate and on the endorsement must be an exact match.
- The following endorsements are accepted:
 - Street and Sidewalk Use Permit Endorsement **or**
 - CG 20 12 07 98; “Additional Insured - State or Political Subdivisions –Permits” **or**
 - An endorsement equivalent to the CG 20 12 07 98 endorsement

Questions and Submissions:

Phone: 503-823-7142

E-Mail: insurance@portlandoregon.gov

Fax: 503-865-3427

Mail: Please mail to the Certificate Holder Address above.



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 information, call (503) 823-5185, City TTY (503) 823-6868, or use Oregon Relay Service: 711.

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CITY OF PORTLAND BOND REQUIREMENTS FOR STREET OPENING BUREAU OF TRANSPORTATION - UTILITIES, CONSTRUCTION & INSPECTION

This information will assist you and your bonding agent in complying with City bonding requirements for Street Opening permits.

Use

Street Opening Bonds are required for permits allowing excavation in any part of the right-of-way.

The Street Opening Bond is intended to guarantee that backfill and restoration work is done properly and that the street remains in good repair for a period of two years from the date of the completion of such work. The Street Opening Bond provides a two-year guarantee against settlement and possible damage.

The bond may serve as a guarantee for multiple permits involving excavation in the right-of-way until it is cancelled.

Completion

- Be sure that the entire bond form is completed before submission.
- An Attorney-in-Fact for the Surety must sign the bond form.
- The Surety gives their Attorney-in-Fact a power of attorney to act on their behalf, which will be attached to the bond after signing it
- The Owner or an Officer of the company being bonded must sign the bond as the Principal and list their position with the company.
- Utilities, Construction & Inspection must have the original signed bond. Photocopies and faxes are *not* acceptable.

Mail or deliver the completed bond to:

City of Portland
Utilities, Construction & Inspection
1120 SW 5th Ave Rm 825
Portland, OR 97204

THE BOND MUST BE APPROVED BY THE CITY ATTORNEY BEFORE A PERMIT CAN BE ISSUED. PLEASE ALLOW 6 BUSINESS DAYS FOR PROCESSING.

Questions

If you or your agent have any further questions, please call Utilities, Construction & Inspection at 503-823-7142 or e-mail insurance@portlandoregon.gov.



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STREET OPENING BOND

Bond # _____

KNOW ALL MEN BY THESE PRESENTS:

That we _____

Address _____

Phone # _____

as Principal, and _____

Address _____

Phone # _____

a corporation organized and existing under the laws of the State of _____, and duly authorized to transact a surety business in the State of Oregon, as Surety, are held and firmly bound unto the CITY OF PORTLAND, a municipal corporation of the State of Oregon, and unto whom it may concern, in the penal sum of TWO THOUSAND AND NO/100 DOLLARS (\$2,000), lawful money of the United States, for the payment of which will and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

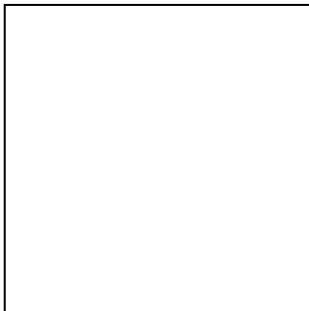
WHEREAS, the above named principal from time to time is working on projects as provided by Section 17.24.012 of the Code of the City to dig up, break into, excavate, disturb, dig under or undermine a public street or part thereof in the said City of Portland.

NOW, THEREFORE, if the above named Principal shall faithfully comply with the Code and Ordinances of the City of Portland regulating such work in effect at that time, and shall further, in performing work, immediately remove all surplus sand, earth, rubbish and other material and shall immediately place in condition satisfactory to the City Engineer, the portion of such street, alley, or public highway so disturbed, dug up, or undermined, **and shall keep such portion of said street in good repair for a period of two years from the date of the completion of such work, then this obligation shall be null and void, otherwise to remain in full force and effect.**

This bond shall not be cancelled for any reason without written approval from the City of Portland Director of the Bureau of Transportation, 1120 SW 5th Ave, Rm 825, Portland OR 97204.

IN WITNESS WHEREOF, the above named parties have duly executed this instrument this _____ day of _____, 20____.

CORPORATE SEAL



By: _____
Principal's Signature

Principal's Name & Title

By: _____
Attorney-in-Fact for Surety Signature

Attorney-in-Fact for Surety Name

Firm Name of Attorney-in-Fact

APPROVED AS TO FORM:

Address (Attorney-in-Fact)

City Attorney

Phone # (Attorney-in-Fact)

Date: _____

POWER OF ATTORNEY ATTACHED