



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 \_\_\_\_\_  
 Describe type of work \_\_\_\_\_  
**Permit Valid:** Mon-Fri Mon-Sat All Days 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**  
**— SIDEWALK USE**      **LANE CLOSURE**
- For additional application information, go to [www.portlandoregon.gov/transportation/permitting](http://www.portlandoregon.gov/transportation/permitting). 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.
  - More complex requests may require longer review times than normal.

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 _____	<b>Request Taken by</b> _____
	Total Fees _____	<b>Request Taken on</b> _____

**Non-discrimination notice:** The City of Portland complies with all non - discrimination, Civil Rights laws including Civil Rights Title VI and ADA Title II. To help ensure equal access to City programs, services and activities, the City of Portland will reasonably modify policies/procedures and provide auxiliary aids/ services to persons with disabilities. Call 503-823-7365, email CPAC@portlandoregon.gov, TTY 503-823-6868 or Oregon Relay Service: 711 with such requests.

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

**Phone: 503.823.7365 Email: CPAC@portlandoregon.gov Fax: 503.865.3442**

**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:**

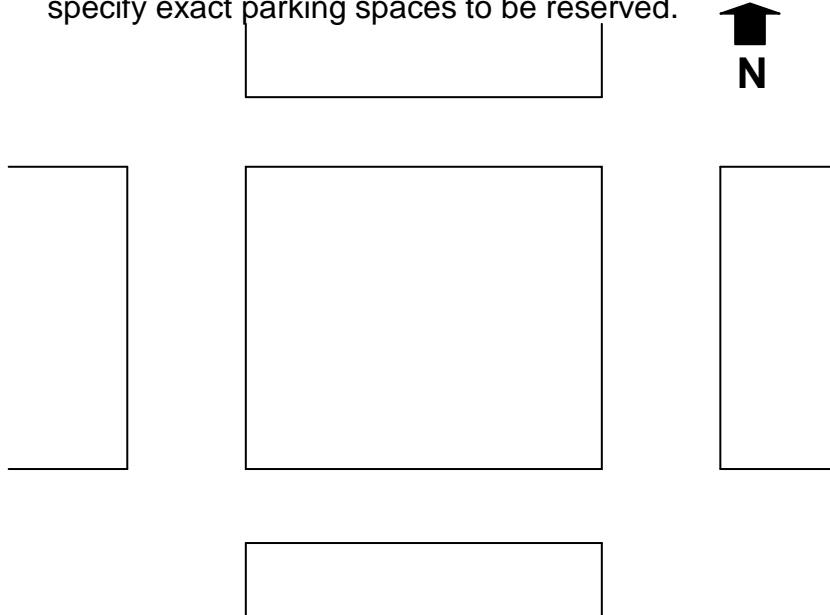
- Any relocation of sidewalk bike racks must be coordinated with PBOT; contact Scott Cohen at 503-823-5345

**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](mailto:CPAC@portlandoregon.gov)**  
**Or hand deliver to 1900 SW 4<sup>th</sup> Ave, 1<sup>st</sup> floor**  
**Mon-Fri, 8am-3pm (office closes at Noon on Thursdays)**