

# 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](http://www.portlandoregon.gov/transportation)

Chloe Eudaly Commissioner Chris Warner Interim Director

## Utilities, Construction & Inspection – Environmental Assessment Program

This packet contains the requirements and forms needed to apply for a permit allowing test bores or monitoring well or underground storage tank decommissioning or removal work within City of Portland right of way. Removal and decommissioning must follow TRN 10.18 (<https://www.portlandoregon.gov/citycode/article/40995>)

**Please allow 5-7 business days to process permit requests. As of July 1, 2018 the following is required to apply for a permit:**

- Cover letter or email detailing the following information:
  - Who is requesting the ROW permit along with contact information
  - Who is the contractor performing the work in the ROW along with their contact information
  - Why does the work require being in the ROW, include type of work and reason for work
  - When would the proposed work be performed
  - Where would the proposed work in ROW take place, including dimensions
- Permit request form(included in this packet):
  - Contact information for permittee and contractor
  - Location and type of work.
  - Dimensions from proposed work to nearest curb line or ROW line AND dimension to cross street
- Valid liability insurance and street opening bond (instructions and forms are included):
  - The permittee OR the contractor must have BOTH valid insurance and street opening bond on file
  - For insurance and street opening bond questions please contact our Insurance & Bond coordinator at (503) 823-7142.
- Performance bonds for Monitoring Well permits (form available upon request):
  - 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.

Fees are calculated after all reviews have been completed. At that time an invoice will be issued to the permittee and can be paid in person, over the phone or online.

**As of July 1, 2018 the following fees are subject to be assessed to any new or revised permit:**

- **Underground Storage Tank** (removal or decommission in place) is \$826.00 and includes up to two test bores within the same 180 square feet.
- **Test Bore** fee is \$481.00 for all bore/core holes within a 100ft linear feet.
- **Monitoring Well** permit is \$481.00 per well for each new well or renewal of existing well
- **Water Bureau** review fee is \$60.00 for the initial review and subject to additional fees
- **Street Light Utility Locate** fee is \$110.00 per "item" or 100ft of linear length
- **Insurance Processing** fee is \$25.71

**An approved traffic control plan may be required prior to commencement of work. For traffic control plan or a permit to close the sidewalk or parking, visit [www.portlandoregon.gov/transportation/permitting](http://www.portlandoregon.gov/transportation/permitting)**

**Contact information for questions or submittal of application:**

**Contact:** Andrew Wightman **Phone:** 503-823-7035 **E- mail:** [pbotutilitypermits@portlandoregon.gov](mailto:pbotutilitypermits@portlandoregon.gov)

**For sending via US Mail:** 1120 SW 5th Ave. Rm 825 Portland, OR 97204

**For hand delivering or via courier or shipper:** 1050 SW 6th Ave. Suite 500 Portland, OR 97204



*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.*



## 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 \_\_\_\_\_

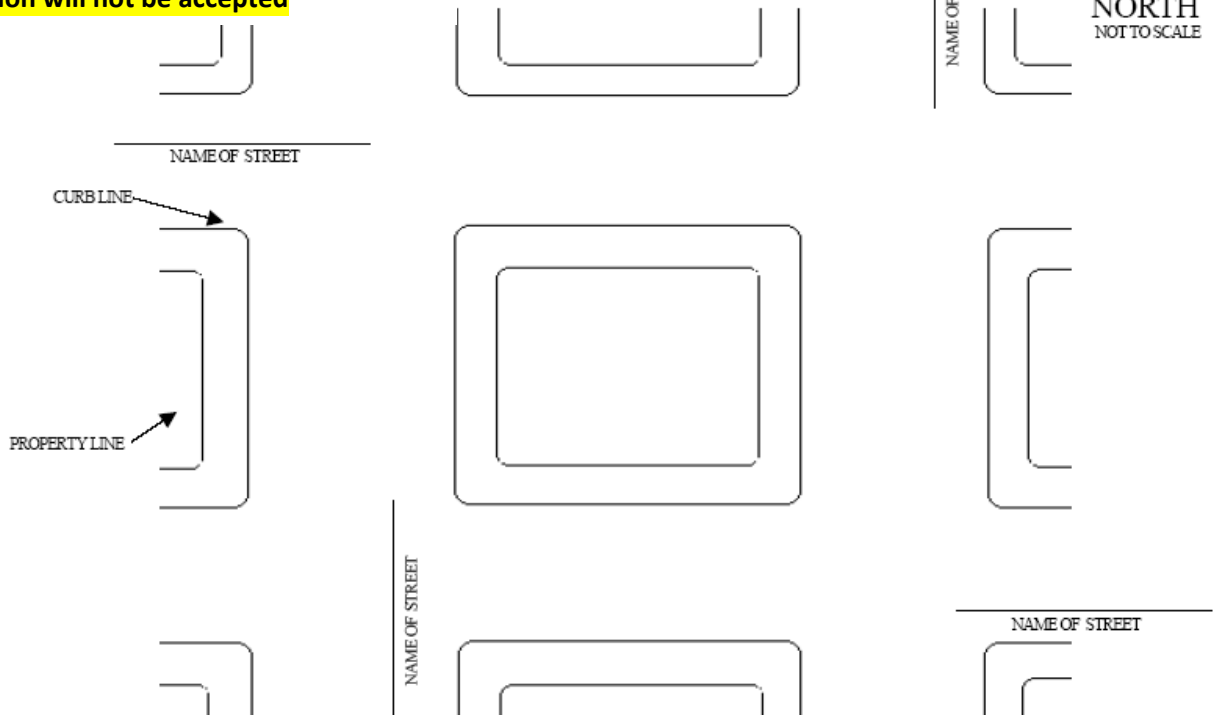
### Underground Storage Tanks

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



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**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 5-7 business days for processing. **Documents that contain missing or incorrect information will require a longer processing period.**

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

- City of Portland – Utilities, Construction & Inspection (UCI) named as the **Certificate Holder** as follows:
  - City of Portland - UCI**
  - 1120 SW 5<sup>th</sup> 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, etc). For sidewalk Cafes and Vending Carts, please list premise location(s).
  - If the insured requests permits for varying locations and dates, indicate “All Operations”. Do not list each permitted location/date. If you do, a new certificate and endorsement will be required for each permit.
  - 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:
  - CG 20 12 07 98; “Additional Insured - State or Political Subdivisions –Permits” **or**
  - BP 04 52 07 02; “Additional Insured - State or Political Subdivisions –Permits” **or**
  - An endorsement equivalent to the CG 20 12 07 98 or BP 04 52 07 02 endorsements.

**Questions and Submissions: Phone: 503-823-7142**

**E-Mail: [insurance@portlandoregon.gov](mailto:insurance@portlandoregon.gov)**



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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL  
AGENCY OR SUBDIVISION OR POLITICAL  
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

<p><b>State Or Governmental Agency Or Subdivision Or Political Subdivision:</b></p>       
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

**A. Section II – Who Is An Insured** is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement; or
  - 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – STATE OR POLITICAL  
SUBDIVISIONS – PERMITS**

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

**SCHEDULE\***

<b>State Or Political Subdivision:</b>
*Information required to complete this Schedule, if not shown on this endorsement, will be shown in the Declarations.

The following is added to Paragraph **C. Who Is An Insured** in **Section II – Liability**:

- 4. Any state or political subdivision shown in the Schedule is also an insured, subject to the following provisions:
  - a. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

b. This insurance does not apply to:

- (1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
- (2) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

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Dan Saltzman Commissioner Leah Treat Director

## 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.

### To send bond by US Mail:

City of Portland – UCI  
1120 SW 5<sup>th</sup> Ave Rm 825  
Portland, OR 97204

### To hand-deliver bond, or send by courier, Fed Ex or UPS:

City of Portland - UCI  
1050 SW Sixth Avenue, Suite 500  
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](mailto:insurance@portlandoregon.gov).



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**STREET OPENING BOND**

Bond # \_\_\_\_\_

KNOW ALL PEOPLE 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.

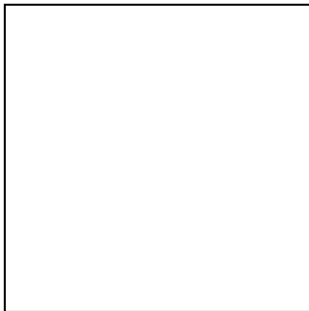
**WHEREAS**, the above named principal from time to time is working on projects as provided by Section 17.24.012 of the Code of the City to dig up, break into, excavate, disturb, dig under or undermine a public street or part thereof in the said City of Portland.

**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 5<sup>th</sup> 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**