

# PBOT

PORTLAND BUREAU OF TRANSPORTATION

1120 SW Fifth Ave., 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 Director

## Utilities, Construction & Inspection – Environmental Assessment Program

**PLEASE NOTE: Due to the Covid-19 outbreak, staff are currently working from home. Staff are not available by phone at this time, and there may be an increase in processing time.**

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, 2019, 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 crossstreet
- Valid liability insurance and street opening bond:
  - The permittee OR the contractor must have BOTH valid insurance and street opening bond on file
  - For insurance and street opening bond questions please visit [www.portlandoregon.gov/transportation/insurance](http://www.portlandoregon.gov/transportation/insurance) or contact our Insurance & Bond coordinator at [insurance@portlandoregon.gov](mailto:insurance@portlandoregon.gov)
- 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, 2019, the following fees are subject to be assessed to any new or revised permit:**

- **Underground Storage Tank** (removal or decommission in place) is \$904.00 and includes up to two test bores within the same 180 square feet.
- **Test Bore** fee is \$534.00 for all bore/core holes within a 100ft linear feet.
- **Monitoring Well** permit is \$534.00 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 \$120.00 per "item" or 100ft of linear length
- **Insurance Processing** fee is \$30.92

**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:** Fairell Griffin

**E- mail:** [pbotutilitypermits@portlandoregon.gov](mailto:pbotutilitypermits@portlandoregon.gov)

**Mailing Address:** City of Portland – Bureau of Transportation Attn: UCI 1120 SW 5<sup>th</sup> Ave, Suite 1331 Portland, OR 97214



*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 \_\_\_\_\_

**Contractor working in ROW**    Same as above

Company name \_\_\_\_\_

Address \_\_\_\_\_

Contact name \_\_\_\_\_

Contact phone \_\_\_\_\_

Contact email \_\_\_\_\_

### Work Site Info

Site address \_\_\_\_\_

Primary street \_\_\_\_\_

Cross streets \_\_\_\_\_

### 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**

