

TEMPORARY STREET USE PERMITTING STREET - SIDEWALK - LANE + PARKING CLOSURES

Authorization To Implement (ATI), issued by Temporary Street Use Permitting

Overview

This is a street use permit issued by Temporary Street Use Permitting (TSUP). It is issued to contractors who are **under contract with the City of Portland to perform work on public infrastructure** in the public right-of-way. This permit allows PBOT to authorize and coordinate impacts to the street, sidewalk, and on-street parking areas during the contracted work. It may cover **lane closures, street closures, sidewalk closures, and reserving non-metered parking**.

This typically includes sewer replacement or repair, street maintenance, and water main installation or repair.

This does not include work on private property, or public improvements performed as a requirement of a building permit or other private land development.

Any parking reservation needed in a metered area requires a separate permit from TSUP (called a Simple permit, found at www.tsup.info).

Starting the Process

A company under contract with the City of Portland starts the ATI process by providing the following information to TSUP, via the [Project Planning form](#):

- Company name, contact person, phone, email
- City Bureau they are working for, contact person at that bureau
- City project number
- Overall dates of the project
- Traffic control plans or work space diagrams for each location
- Insurance certificate and endorsement covering ROW closures

Traffic Control Plans

If the traffic control plans have already been reviewed and approved by a PBOT traffic engineer, TSUP may issue the permit without further traffic engineer review. If the traffic control plans have not been approved by a PBOT traffic engineer, then TSUP will submit the plans for review and approval before issuing the permit.

Online Notification

A condition of the permit is that the permittee shall provide [online notification](#) in advance of using any of the approved traffic control plans or reserving any non-metered parking. This notification will be TSUP's cue to review the location and dates for any conflicts with other closures. This notification also automatically adds the closure to ArcMap.

Reserving Non-Metered Parking

The permittee is responsible for using the parking reservation sign template and following the standard procedure for placing and verifying their parking reservation signs.

Fees

Fee rates are assessed per the current Exhibit D. If the permittee is paying the fees, they pay via the DevHub online payment portal. If the City bureau is paying for the fees, the City project manager needs to provide TSUP with an SAP code so TSUP can process the payment via the BDS cashier.

- **Base permit fee:** \$260.00
- **Each additional block or TCP page that needs TE review:** \$85.50
- **Each additional block or TCP page that does not need TE review:** \$64.00
- **Each blockface that will need reserved non-metered parking:** \$54.00
- **Insurance processing fee:** \$30.92

Extensions

Since ATI's are meant to be for the length of the job, if TSUP gets a notification for the job where the ATI has expired, TSUP will renew the permit to include the new dates. This is done by creating a Revision in TRACS so that there is a clear distinction of a date change. This will avoid having different versions of the same permit out in the world. As long as there are no additional TCP pages, there are no fees for this renewal.