At a Glance: Root Pruning Permit Application

Here are screenshots of each step as it will look in Development Hub PDX.

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**Step 1: Navigate to Development Hub PDX**

[https://devhub.portlandoregon.gov/](https://devhub.portlandoregon.gov/)

Welcome to the Public Beta for Development Hub PDX.

We are actively working to add features and improve the overall experience, however, you may encounter navigational or functional errors.

Things we are working on initially include:

- Navigational improvements
- Downloading and viewing attached files and images on permits
- Making search available after registering
- Help/FAQ content

Please submit feedback [here](https://devhub.portlandoregon.gov/).

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**Step 2: Log in with your PortlandOregon account**

**Sign-In**

<table>
<thead>
<tr>
<th>PortlandOregon.gov User Name</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Enter username]</td>
<td>[Enter password]</td>
</tr>
</tbody>
</table>

You can also use your registered e-mail address.

**New to PortlandOregon.gov?**

If you want to sign in, you'll need to create an account and register first.

Creating an account is fast and secure. It will give you access to new areas of PortlandOregon.gov, such as subscriptions, event registration, and content catered to your interests.

[Create a New Account]
Step 3: Apply for a New Permit

Step 4: Select Urban Forestry

Step 5: Select Root Pruning
Step 6: Select Right-of-Way

Pick Type of Work

Right-of-Way

Step 7: Enter Address

Search by Address

<table>
<thead>
<tr>
<th>House Number</th>
<th>Direction</th>
<th>Street Name</th>
<th>Unit Number</th>
</tr>
</thead>
</table>

Search by Tax ID Number (your tax Rnumber)

Tax ID Number (For example: R232323)

Search

Step 8: Read the statement and check the Box

Detail

- Pavement has been removed and roots of the street or city trees are exposed. I understand the City will not make a permitting determination for pruning roots on private trees.

Step 9: Enter Permit Info

Under “Sidewalk Permit #” please enter any associated sidewalk or building permit, affidavit, or case number.

Permits Info

UF01-Intake

- # Trees (required)
- Reported By: (required)

- Sidewalk Permit #
- Heritage Tree?
  - Yes
  - No
Step 10: Pay the Application Fee

This will take you to a separate website to process the payment.

<table>
<thead>
<tr>
<th>ID</th>
<th>IVR#</th>
<th>Bill Number</th>
<th>Fee Details</th>
<th>Due</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>415643</td>
<td>4255788</td>
<td>PK Root Inspection (non-development)</td>
<td>$164.00</td>
<td>$164.00</td>
</tr>
</tbody>
</table>

Done: Success!

You have applied for a Root Pruning Permit! This permit has an expedited site visit. A Tree Inspector should be on site within two full business days.