

# At a Glance: Root Pruning Permit Application



Development  
Hub PDX

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

## Step 1: Navigate to Development Hub PDX

<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](#).



Development  
Hub PDX



## Step 2: Log in with your PortlandOregon account

### Sign-In

PortlandOregon.gov User Name

You can also use your registered e-mail address.

Password

Password is case sensitive. [Forgot](#) your user name or password?

Sign-In

### 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



# Development Hub PDX



### Permit Status

Shown below is a list of the permits that you have applied for using Permits Online. (Note: Permits applied for in the Development Services Center may also be listed here.) Using this screen, you can view a summary list of your permits, pay for your permit(s), and find links to more detailed information on your permits.

Viewing/Editing Permit Details: To get further details about a specific permit, click on the "Detail" button to the right of that permit.

To Schedule Inspections: To schedule inspections on a permit, click on the "Detail" button to the right of that permit. On the "Application Detail" page, select "Processes/Inspection" menu link to schedule your inspection.

[Apply for a New Permit](#)

## Step 4: Select Urban Forestry

Select a type of Permit

[Trade Permits](#)

[Urban Forestry](#)

## Step 5: Select Root Pruning

Pick Type of Permit

[Street Tree Pruning](#)

[Root Pruning](#)

(Root pruning for City projects should be requested by using the online application found on the City Employees section of the Portland Trees website.)

[Removal/Replant](#)

## Step 6: Select Right-of-Way

Pick Type of Work

Right-of-Way

## Step 7: Enter Address

Search by Address

House Number

Direction

Street Name (Use numbers, 4th, not fourth)

Unit Number

Search

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.

Fees Due					
<input type="checkbox"/>	IVR#	Bill Number	Fees Detail	Total	Due
<input type="checkbox"/>	4158483	4256768	PK Root Inspection (non-development)	\$164.00	\$164.00

Pay selected fees

## 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.

Payment Receipt	
<b>Name:</b> John Doe	
<b>Email Address:</b> John.Doe@portlandoregon.gov	
<b>Date:</b> 6/24/2019 08:33:32 AM PDT	
<b>Payment Amount:</b> \$164.00	

Permits					
Permit Number	IVR Number	Payment Number	Description	Address	
19 101767 000 00 UF	4158485	2079232	Street tree root cutting permit	1900 SW 4TH AVE UNIT 1, PORTLAND	

[Bureau of Development Services Refund Information](#)

Apply for Another Permit

Print Receipt

Finish