



Instructions for completing Fee Statement Request For Engineering & Construction Services

W-6

Phone 503-823-7368

Email devrev@portlandoregon.gov

Complete this form if you need water service at your site, need to extend or relocate a water main to receive service, require a fire line or public fire hydrant. A water service includes the water meter and service branch (the pipe from the water main to the water meter).

The Fee Statement Request form (W-6) is required for projects that will involve public water system work. The Portland Water Bureau will prepare an estimate that identifies our cost to provide water service to the site.

When is a scalable site utility plan required?

Submit a scalable site utility plan for new construction that includes installation of new meters 1.5 inches or larger.

When is a Water Meter Sizing Worksheet (Commercial or Mixed Use) needed?

A Water Meter Sizing Worksheet (Commercial or Mixed Use), form W-4, identifies your water service needs, and helps us determine the water meter size. This worksheet must be completed if the applicant is planning to:

- Construct a new building
- Add or remove plumbing fixtures

Where do I send the Fee Estimate Request and Water Meter Sizing Worksheet?

Portland Water Bureau Development Services

Mailing address:

1120 SW 5th Avenue, Room 600
Portland, OR 97204-1926

Walk-in assistance:

1900 SW 4th Avenue, 1st floor
DSC For hours of operation call 503-823-7310, option 1

Email:

devrev@portlandoregon.gov

Please feel free to call Portland Water Bureau Development Services, 503-823-7368, should you need assistance.

Please note: the applicant is responsible for identifying the location for proposed service installation; the applicant is responsible for ensuring the proposed service installation location conforms with the requirements of Title 21, Water and Title 11, Trees.



Fee Statement Request **W-6**

For Engineering & Construction Services

Phone 503-823-7368 Email devrev@portlandoregon.gov

Applicants must submit scalable site utility plan. Fee Statement Requests for domestic services must include a Water Meter Sizing worksheet (Commercial or Mixed Use), Form W-4.

| | | |
|--------------------------------|------------------|------------------------|
| Date | Property Address | Building Permit Number |
| Contact | Company | |
| Address, City, State, ZIP Code | | |
| Telephone | FAX | Email |

Work Requested

| | |
|--|--|
| If residential, number of dwelling units _____ | Will there be commercial space? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|

| | | |
|--------------------|--|--|
| Water Mains | <input type="checkbox"/> Extension | Is this request required for a land use action? <input type="checkbox"/> Yes <input type="checkbox"/> No LU number _____ |
| | <input type="checkbox"/> Relocate/Adjust/Abandon | |
| | <input type="checkbox"/> Upsize | |

| | | | |
|--------------------------|---|--|--|
| Domestic Services | New services | Size _____ | Size _____ |
| | <ul style="list-style-type: none"> Size is based on Total Fixture Units from Water Meter Sizing Worksheet (Commercial or Mixed Use) (W-4). gpm = gallons per minute | <input type="checkbox"/> Domestic <input type="checkbox"/> Irrigation _____ gpm | <input type="checkbox"/> Domestic <input type="checkbox"/> Irrigation _____ gpm |
| | Existing services | <input type="checkbox"/> Retain at current size | <input type="checkbox"/> Upsize Qty _____ <input type="checkbox"/> Remove Qty _____ |

| | | |
|--|---|---|
| Fire Lines | Fire line sizes are based on fire sprinkler system flow requirement. | Fire Line Size (inches) _____ |
| | For backflow questions, call the Water Line, 503-823-7525 Minimum backflow assembly requirements | Flow requirements _____ gpm |
| | 1. Double-check detector assembly installed on private property at property line. 2. Touch pad remote reader accessible in the right-of-way. | No. of private hydrants on property _____ |
| For fire flow information — email: wbfireflow@portlandoregon.gov — or — call: 503-823-1408 | | |

| | | | |
|-----------------------------|--|--|-----------------|
| Public Fire Hydrants | Are you required to add fire hydrants in the public right-of-way? | <input type="checkbox"/> Yes <input type="checkbox"/> No | How many? _____ |
| | Will you need to adjust, relocate, or remove public fire hydrants? | <input type="checkbox"/> Yes <input type="checkbox"/> No | How many? _____ |

The applicant is responsible for identifying the location for proposed service installation(s); the applicant is responsible for ensuring the proposed service installation location(s) conforms with the requirements of Title 21, Water and Title 11, Trees.

Account information for utility billing purposes

| | |
|-----------------------|--------------|
| Name | Phone Number |
| Address | |
| City, State, ZIP Code | |