



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 all new or relocated meters, fire lines and hydrants.

When is a Water Meter Sizing Worksheet (1.5" or larger meter) needed?

A Water Meter Sizing Worksheet (1.5" or larger meter), 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 or add/remove plumbing fixtures.

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

Portland Water Bureau Development Services

Mailing address:

Portland Water Bureau
Development Services
1900 SW 4th Ave, Ste 4800
Portland, OR 97201

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 and all OAR separation requirements.



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 (1.5" or larger meter), Form W-4.

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

Work Requested

If residential, number of dwelling units _____	Will there be commercial space? <input type="checkbox"/> Yes <input type="checkbox"/> No
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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 requirements.	Fire Line Size (inches) _____
	All services must have a State approved back flow device installed in a location approved by the PWB's Water Quality division. For backflow questions, call the Water Quality Inspection Group at 503-823-7525.	Flow requirements _____ gpm
		No. of private hydrants on property _____
For fire flow information — email: wbfireflow@portlandoregon.gov		

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 and all OAR separation requirements.

Account information for utility billing purposes

Name	Phone Number
Address	
City, State, ZIP Code	