



Instructions for completing Fee Statement Request For Engineering & Construction Services

W-6

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

When is the Fee Statement Request form required?

Complete this form if you need water service or a fire line at your site, need to extend or relocate a water main to receive service, or need a 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 with fee statement requests that are **not** associated with an issued building permit or a signed Public Works permit that was reviewed and approved by the Portland Water Bureau.

*Please note: if your fee statement request and site utility plan is **not** associated with an issued building permit or a signed Public Works permit, the request will be subject to review and approval by Water Bureau staff at the time the request is submitted. Fee statement will not be prepared until request has been approved.*

When is a Water Meter Sizing Worksheet needed?

A Water Meter Sizing Worksheet, form W-4, identifies your water service needs, and helps us determine the water meter size. This worksheet must be completed and submitted with fee statement requests that are **not** associated with an issued building permit or a signed Public Works permit that was reviewed and approved by the Portland Water Bureau.

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

Mailing address:

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

Walk-in assistance:

Development Services Center
1900 SW 4th Avenue, 1st floor
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.



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See page 1 for when to submit a scalable site utility plan and a Water Meter Sizing worksheet (W-4).

Date	Property Address	Building Permit number	Public Works number
Contact		Company	
Address, City, State, ZIP Code			
Telephone		Email	

Work Requested

Water Mains	<input type="checkbox"/> Extension <input type="checkbox"/> Relocate/Adjust/Abandon/Upsize Service branches (1") installed with main _____		If this request required for a land use action LU number _____		
	Domestic Services New services <ul style="list-style-type: none"> Size (from approved building permit or from Water Meter Sizing Worksheet). gpm = gallons per minute 		Size _____ <input type="checkbox"/> Domestic <input type="checkbox"/> Irrigation _____gpm	Size _____ <input type="checkbox"/> Domestic <input type="checkbox"/> Irrigation _____gpm	
	Existing services Retain at current size _____	Upsize - Qty _____	Remove - Qty _____	Linear Adjust _____	
Fire Lines	Fire line sizes are based on fire sprinkler system flow demand on property. All services must have a State approved backflow assembly installed in a location approved by the Water Quality group. For backflow questions, call the Water Quality Inspection group at 503-823-7480.		Fire Line Size (inches) _____ Fire flow demand _____gpm No. of private hydrants on property _____		
	Are you required to add fire hydrants in the public right-of-way?		<input type="checkbox"/> Yes <input type="checkbox"/> No		How many? _____
Public Fire Hydrants	Will you need to adjust, relocate, or remove public fire hydrants?		<input type="checkbox"/> Yes <input type="checkbox"/> No		How many? _____

- **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.**
- **Applicant agrees that the location of requested services/hydrants/mains is correctly shown in all approved Building Permits and/or Public Works Permits and that those are the locations requested. Applicant agrees that if any requested location changes, applicant is responsible for obtaining any required revisions or changes to said plans.**

Water account established under (billing information):

Name	Phone Number
Address	
City, State, ZIP Code	