

UTILITY STREET OPENING PERMITS

Utility Street Opening Permits are issued by the Portland Bureau of Transportation (PBOT) to franchised utilities and public works agencies when street opening is required in City streets for the installation, reconstruction, maintenance or abandonment of facilities.

Application Submittal

- Submit application by email to the PBOT Utility Permit mailbox at pbotutilitypermits@portlandoregon.gov
 - Subject line of email should read "Permit (Request, Revision, Renewal) – Permittee Name – Permittee Job Number"
 - Include City permit number if revising or renewing an existing permit
 - Include permit request and plan as a .pdf file attachment
- After all reviews are complete (application, street job conflicts, pavement moratoriums, etc.) the permit is issued by PBOT and returned to the permittee by email

Application Requirements

- A permit request and plan that meets the following requirements:
 - Name of the organization (permittee) that will own and maintain the proposed facilities
 - Job number assigned by permittee organization
 - Contact person name, phone number and email address
 - Include north arrow; label street names, curbs, right-of-way lines, edge-of-pavement; include and label any existing facilities related to or impacting the proposed work
 - Specify the size, number and type of any proposed installation, removal, etc.
 - Dimension proposed installations from these lines in the following order; do not use street centerlines:
 1. Right-of-way lines when a survey has been completed
 2. Curb lines when a survey has not been completed
 3. Edge of pavement when there are no curbs
 - All installations must be placed parallel or perpendicular to the right-of-way and must be a minimum of 5' from sewer facilities, 4' from water facilities and 3' from either side of the curb
 - Poles and vault lids must be placed outside of the Through Pedestrian Zone of the sidewalk corridor
 - Include a cross section of any proposed installation (trench, vault, etc.) or otherwise specify the depth of cover over any proposed installation; 36" minimum

