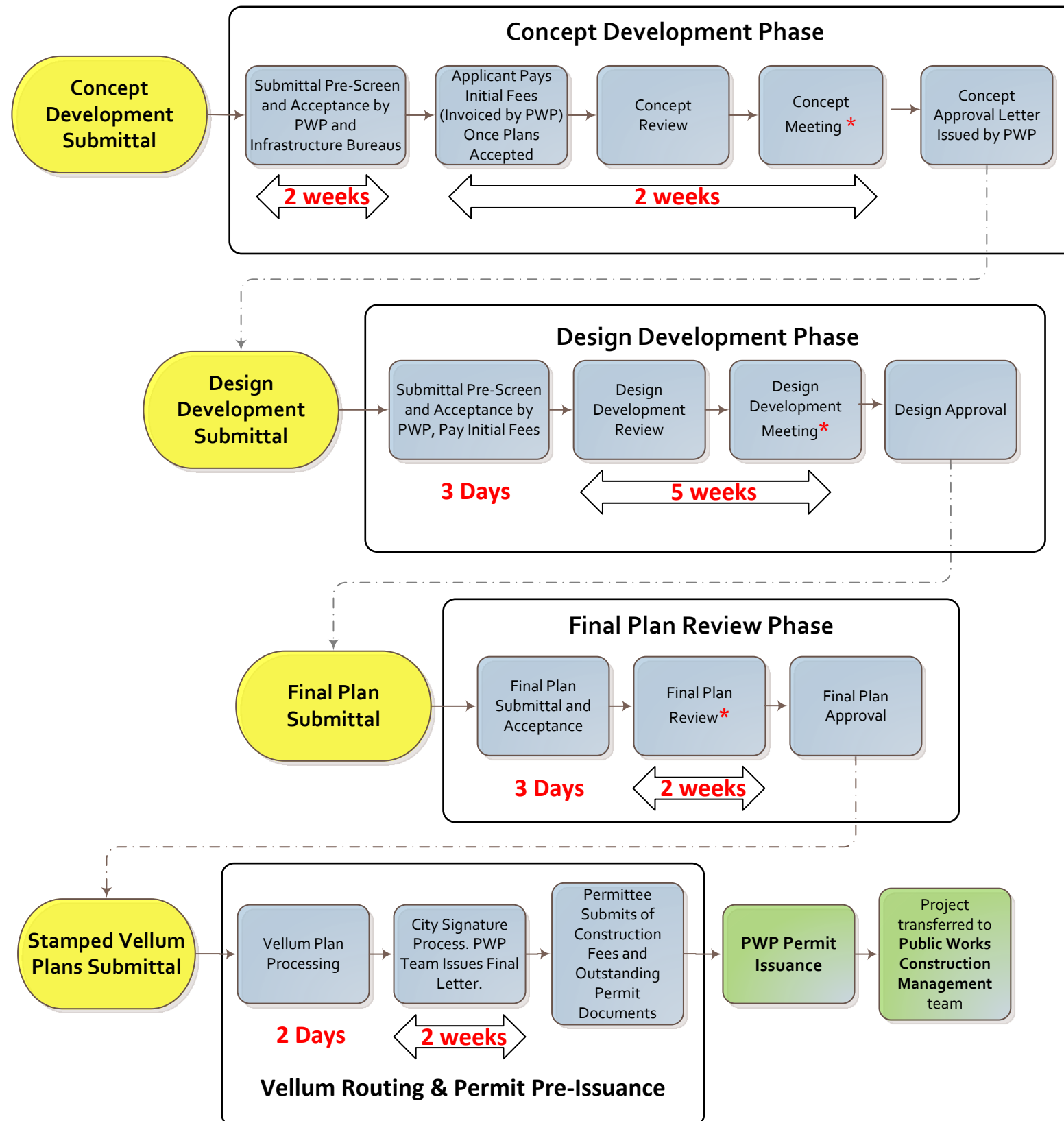


# Public Works Permitting (PWP) Process



## Concept Development Phase:

- Concept Development submittals must be made in-person only, 5<sup>th</sup> Floor 1900 SW 4<sup>th</sup> Ave, 8am – 4:30pm. Incomplete submittals will not be accepted. Concept fee payments will be invoiced by PWP. Hard-copy checks are no longer accepted with submittals.
- **Concept Approval Letter / Move to Design** – Design Phase Review Fees and Bonding Information provided by Public Works Permitting team prior to Design Phase submittal.
- **Concept Not Approved / Interim Submittal Required** – redline comments provided by infrastructure bureaus.\*

## Design Development & Final Plan Review Phases:

- Design Review fees due will be invoiced by PWP team with Concept Approval Letter. Design submittals will not be accepted without confirmation of invoice payment. Hard-copy checks are no longer accepted with submittals.
- **BUILDING PERMIT/PLAT SIGN-OFF:** For PWP sign-off on associated building permit or land use Final Plat check-sheets, a performance guarantee, PWP Permit Form and associated PWP fee payment are required.
- Early initiation of water service may be available during Design phase. Please contact PWP for more information.

## Vellum Signature Routing & Permit Issuance Phase:

- Once vellum plans are submitted, PWP sends a Final Letter summarizing all outstanding forms, insurance, and estimated construction/inspection fees due prior to permit issuance.
- At PWP permit issuance, approved plans and specifications are issued via electronic permit (email notification from PWP) with instructions on how to set a pre-construction conference date.
- A Street Opening Permit may be required for some projects, and will be ordered during final plans signature routing process by PWP team for affected projects.
- PWP Permit does not include any required permits for temporary street use or sidewalk closures.
- At permit issuance, project coordination is transferred to the Public Works Construction Management team.

\*Additional 2 week review cycle applies to each interim submittal required to complete a phase.

## CITY OF PORTLAND PUBLIC WORKS PERMITTING

1900 S.W. 4th Avenue, Suite 5000 Portland, Oregon 97201  
[publicworkspermitting@portlandoregon.gov](mailto:publicworkspermitting@portlandoregon.gov)  
[www.portlandoregon.gov/publicworks](http://www.portlandoregon.gov/publicworks)

