

BASIC PUBLIC WORKS PERMIT REQUIREMENTS

ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon utility notification center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center (Note: The telephone number for the Oregon Utility Notification Center is (503) 232-1987 or “811”).

PHOTO DOCUMENTATION: Permittee/Contractor is advised and encouraged to photo document the work throughout its progression.

Activities requiring a Public Works Permit prior to commencing construction include, but are not limited to:

- ✓ Pavement cuts, window cuts, street borings, trenching or other work affecting City-owned streets.
- ✓ New connections to the City's public water system, storm sewer system or sanitary sewer system
- ✓ Modifications to a water meter or commercial water service assembly or to a water service lateral between the main and meter.
- ✓ Modifications to a sanitary sewer or storm sewer lateral within the public right-of-way
- ✓ Construction of driveway approaches, curbs, gutters, sidewalks, ramps and water meter boxes/assemblies within the public ROW.
- ✓ All other construction activity that may disturb a City right-of-way or the City's public infrastructure.
- ✓ Any work in a City right-of-way that will disrupt motor vehicle, pedestrian, or bicycle traffic.

NOTE that work occurring in a County or State controlled right-of-way and not involving any City facilities or infrastructure does not require a Public Works Permit from the City, but will require a permit from the County or State, respectively.

Basic Permit Requirements – Street cuts/Paving (additional requirements may apply; see supplemental conditions attached)

- ✓ Street cut restoration, including windows, trenches and other work disturbing pavements, must be inspected and approved by Public Works personnel. Request inspections at least 1 business day in advance.
- ✓ Request an inspection upon completion of backfill and road base preparation, prior to placing any asphalt. All pavement placed in the public right-of-way without a backfill/base approval from Public Works will be subject to removal and reconstruction.
- ✓ Request a final inspection upon completion of all paving, sealing and cleanup.
- ✓ Pay for the pavement disturbance fee (Resolution 1524) and any overage as may be applicable, if assessed. This must be paid before the next permit can be issued by the City of Troutdale to an applicant with an outstanding balance.
- ✓ Exploratory window cuts and potholes less than 1 ft² in area may be repaired with “EZ Street” pavement patch or approved equal, sand-sealed across entire surface and all edges/joints. Backfill and roadway base preparation shall be in accordance with the City's street cut repair standards.

Basic Inspections Required for Utility Connections (additional requirements may apply, see supplemental conditions attached)

- ✓ Request inspections at least 1 business day in advance.
- ✓ All connections to existing public infrastructure, including the entire lateral within the right-of-way, must be inspected and approved by the Public Works personnel before backfilling. Failure to do so will result in having to re-excavate to expose the connection and/or lateral, including removal and replacement of concrete driveway approaches, curbs, gutters, sidewalks and water meter boxes/vaults, if necessary.
- ✓ Installation and/or modification of domestic water meter boxes and commercial water service assemblies/vaults, including backflow prevention devices where applicable, must be inspected and approved by Public Works personnel prior to receiving final approval of this permit. Backflow prevention devices must be additionally inspected and tested by a Certified Backflow Inspector, provided by permittee.

Basic Inspections Required for Concrete Pour (additional requirements may apply, see supplemental conditions attached)

- ✓ Request an inspection when the forms are set and before placing the concrete. Concrete placed in the public right-of-way without a pre-pour forms approval from Public Works will be subject to removal and/or reconstruction.
- ✓ Public Works must inspect and approve the finished product for all concrete approaches, curbs, gutters, sidewalks, and ramps within the public right-of-way. Request a final inspection, at least one business day in advance, upon completion of all finishing and cleanup..

The Building Division will not issue a “Certificate of Occupancy” or “Building Final Approval”, if applicable, without an approved final inspection for this Public Works Permit.