



Fee Statement Request W-6

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

When to use the Fee Statement Request form.

The form is required for projects that will involve public water system work. The Portland Water Bureau will prepare a fee statement that identifies our cost to provide water service to the site.

1. Is there an associated Public Works permit or building permit?

Yes – Continue to step 4.

No - Continue to step 2.

2. A scalable site utility plan is required.

Include a scalable site utility plan.

Please note: The request will be subject to review and approval by Water Bureau staff. A Fee Statement will not be prepared until the request has been approved.

3. Water Meter Sizing Worksheet.

The Water Meter Sizing Worksheet identifies your water service needs and helps us determine the water meter size. Work sheets associated with permits must be completed and submitted at permit submission. Work sheets not associated with permits must be completed and submitted with the fee statement request and site utility plan.

4. Submitting the Fee Statement Request and additional material if required.

Submit to: waterservice@portlandoregon.gov

Please include your site address and "Fee Statement Request" in the subject line.

Please feel free to email or call Portland Permitting & Development Water Services if you have questions:

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



Fee Statement Request **W-6**

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Phone: 503-823-7368

Applicant/Contact name _____ Date _____

Email _____ Phone _____

Site Address/Portland Maps Property ID (R#) _____

Permit number (CO/RS/PW/LU/PR) _____

Meter or water service work requested:

Enter flow needs in gallons per minute for irrigation or fire service request

- New domestic or combination domestic and fire service installation. Enter fire line size needed: _____
- New dedicated fire service installation. Enter fire line size: _____
- New irrigation water service installation. Enter irrigation flow needs: _____
- Water meter upsize (no new service installation)
- Kill existing water service. Billing address: _____
- Water meter linear adjustment
- Main extension, relocation, upsize or removal
- Public fire hydrant install. Quantity: _____
- Public fire hydrant removal. Quantity: _____
- Requested work not listed, briefly describe: _____

Fire service reference chart

FIRE SERVICE SIZE	MAX FLOW
2"	0-160 GPM
4"	161-600 GPM
6"	601-1300 GPM
8"	1301-2500 GPM
10"	2501-3700 GPM
12"	3701-5300 GPM

Meter sizing reference chart

Meter	Fixture units	Meter	Fixture units
5/8"	0-22	3"	532.5 - 1300
3/4"	22.5-37	4"	1300.5 - 3600
1"	37.5-89	6"	3600.5 - 8200
1.5"	90-286	8"	8200.5 - 13,800
2"	287-532	10"	13,800.5 - 25,800

- **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**
- **The applicant is responsible for ensuring the proposed service installation location(s) conforms with requirements of Title 21: Water and Title 11: Trees, and all OAR separation requirements.**
- **Water services and meters will only be sold as reviewed and approved by PP&D staff.**
- **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 there are any changes to the permit/s, applicant is responsible for obtaining any required revisions or changes to said plans prior to paying fee statement.**