

At a Glance: Street Tree Permits – Self Issued



Development
Hub PDX

Here are screenshots of each step as it will look in Development Hub PDX.

Step 1: Navigate to Development Hub PDX Login

<https://devhub.portlandoregon.gov/>

The screenshot shows the top navigation bar of the Development Hub PDX website. The 'Login / Register' tab is highlighted with a red box. Below the navigation bar is a 'NOTICES' section. The notices include instructions on how to update an email address, a welcome message, and links to user guides and feedback forms.

NOTICES

To update your email in DevHub call or email:
Call the DevHub Help Line at (503) 823-1304 OR
[Click here](#) and provide the incorrect email and the desired email.

Welcome to Development Hub PDX, the City of Portland's streamlined customer portal for online permitting.

Please click on Login/Register tab above to log into your account, pay fees, or apply for a permit.

[Check out the Development Hub PDX User Guide to learn how to navigate our new system.](#)

Have questions? Check out the resources in the Help/FAQ tab or call the DevHub Help Line at (503) 823-1304.

We'd like to hear from you! [Please click here to submit your feedback.](#)

Step 2: Login/ or create your PortlandOregon account

Sign-In

PortlandOregon.gov User Name

You can also use your registered e-mail address.

Password

Password is case sensitive. [Forgot](#) your user name or password?

Sign-In

New to PortlandOregon.gov?

If you want to sign in, you'll need to create an account and register first.

Creating an account is fast and secure. It will give you access to new areas of PortlandOregon.gov, such as subscriptions, event registration, and content catered to your interests.

Create a New Account

Step 3: Apply for a New Permit

Home Logout Account Information View / Pay Fees My Bills Permit History Help / FAQ

Development Hub PDX

Permit Status

Shown below is a list of the permits that you have applied for using Permits Online. (Note: Permits applied for in the Development Services Center may also be listed here.) Using this screen, you can view a summary list of your permits, pay for your permit(s), and find links to more detailed information on your permits.

Viewing/Editing Permit Details: To get further details about a specific permit, click on the "Detail" button to the right of that permit.

To Schedule Inspections: To schedule inspections on a permit, click on the "Detail" button to the right of that permit. On the "Application Detail" page, select "Processes/Inspection" menu link to schedule your inspection.

You currently have no permit applications.

[Apply for a New Permit](#)

Step 4: Select Urban Forestry

[Wireless - Other](#) Choosing this option will open a new tab with information about Radio Frequency Transmission Facilities permits.

[Urban Forestry](#)


Select to apply for one of the following Urban Forestry permits:

- Street and Heritage Trees
 - Cabling and Bracing
 - Chemical Treatment
 - Ornamental Lighting
 - Permanent Attachments
 - Pruning, Inspection required
 - Pruning, Self-Issued
 - Removal/Replant
 - Root Pruning
- Private Trees
 - Removal/Replant


Step 5: Select from Pruning Options

Pick Type of Permit

[Street Tree Pruning, Self Issued](#)
(Street Tree pruning limited branches with diameter less than 6 inches for young tree pruning, crown cleaning, and crown raising for street/sidewalk clearance is eligible for a Self-Issued pruning permits)

 Criteria for Self-Issued

[Tree Pruning - Inspection Required](#)
(All Heritage Tree pruning and Street tree pruning not eligible for a Self-Issued permit requires a site inspection)

 Everything Else

Step 6: Enter Address

Search by Address

House Number	Direction	Street Name (Use numbers, 4th, not fourth)	Unit Number	Search
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	

Search by Tax ID Number (your tax Rnumber)

Tax ID Number (For example: R232323)

Search

Step 7: Read the statement and check the Box

Detail

Please read each statement and confirm that you understand the permit terms and conditions by checking the box after each statement.

Statement of Eligibility

I certify that the tree(s) and tree work proposed in in this permit application meet the following conditions and are eligible for a self-issued street tree pruning permit:

- Pruning is for branches less than 6 inches in diameter at attachment to the stem.
- Pruning type is one or more of the following - young tree pruning, crown cleaning or crown raising for clearance of the street and sidewalk (7.5 feet above the sidewalk, 11 feet above residential streets, and 14 feet over arterial streets) as defined in the Portland [Street Tree Pruning Standards](#).
- Elm trees may not be pruned between April 15th and October 15th in order to limit the spread of Dutch elm disease and comply with Oregon's state quarantine of elm wood.
- The tree is not a [Heritage Tree](#).

Tree(s) is eligible for a self-issued street tree pruning permit. (required)

Statement of Fact

I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I certify that I am the property owner adjacent the street tree(s) or have been given permission by the abutting property owner to complete this permit application. I understand that any falsification, misrepresentation or omission of fact may be cause for revocation of permit and enforcement actions may be taken as per PCC Title 11.

The facts and information in this application are true. (required)

Statement of Pruning Standards

I have read and understand the [Street Tree Pruning Standards](#) and agree to prune trees properly according to these standards as a condition of the permit. I understand that the following activities are prohibited: topping, leaving branch stubs, flush cuts, lions tailing, removing more than 25% of the crown, and using spikes or spurs and, if performed, will result in enforcement actions as per PCC Title 11

I understand and agree to the Street Tree Pruning Standards. (required)

Statement of Compliance with City Code

I agree to comply with [City of Portland Code Title 11 Trees](#). Violating the terms of a permit may result in required corrections, enforcement actions, and enforcement penalties; including but not limited to planting additional trees and civil penalties of up to \$1,000 per day. Each tree constitutes a separate violation, and each day a person remains in non-compliance with a permit or tree plan may also constitute a separate violation.

I agree to protect and save harmless the City of Portland and each of the officers and employees of said City against any injury or damage that may result from my acts on or in said location and against any damage or liability of any character whatsoever arising or growing out of any act performed due to the issuance of this permit

I agree to comply with City of Portland Code Title 11 Trees. (required)

Step 8: Enter Permit Info

Permits Info

Applicant Information

Applicant Phone Number **(required)**

Relationship to Property **(required)**

Pruning Information

Date pruning to be conducted (permits valid 30 days from date of application) **(required)**



Species 1

1st Species **(required)**



Trunk diameter(s) in inches at 4.5 feet **(required)**

Number of trees of this species **(required)**

...

Tree Information

Number of trees to be pruned **(required)**

Additional tree location information

Others

Applicant Email Address **(required)**

Name of person/company who will conduct work? **(required)**

Comments

Step 9: No Fees Required!

Just click continue.

Fees Due

There are no fees available for online payment at this time.

Save for Later

Continue

Done: Success!

You have been issued a pruning permit. It will be sent to your email.

Permits

Permit Number	IVR Number	Payment Number	Description	Address
19 101764 000 00 OF	4158482	N.A.	Online street tree pruning permit	1900 SW 4TH AVE UNIT 1, PORTLAND

Apply for Another Permit

Finish