

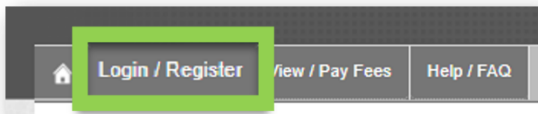
Urban Forestry Permit Rapid Start User Guide

This guide outlines steps to apply for **Urban Forestry permits** in **Development Hub PDX (DevHub)**, the online permitting system for the City of Portland.

Determine if your project requires a permit by visiting www.portland.gov/trees/treepermits/do-i-need-tree-permit.

Login to Development Hub PDX (DevHub)

1. From an internet browser, navigate to devhub.portlandoregon.gov.
2. Select **Login/Register** from the main menu.



- **Existing Users:** Sign in to your DevHub using your PortlandOregon.gov user credentials.
 - **New Users:** Create a New Account if you do not already have user credentials.
2. Select the **house icon** from the main menu to return to the **DevHub Home page**.
 3. Click the **Apply for a New Permit** button to begin a new permit request.

Start a New Online Permit Request

Within the online permit form, each step will display one or more of the following general options:

- **Cancel Application button:** Discard all progress and exit the online form.
- **Back button:** Return to previous page. **Only use the DevHub Back button** when returning to the previous page.
- **Save for Later button:** Saves progress (must complete page requirements first). Access saved items from “My Permits” on the DevHub Home page.
- **Continue button:** Advances to the next page.
- **Update/Continue button:** Saves progress (must complete page requirements first) and advances to the next page.

Choose the Permit Type

1. Select “Urban Forestry” for the general **permit type**.
2. Select the **Urban Forestry-specific permit type** that best applies to your project.
3. Select “Private” or “Right-Of-Way” for the **type of work** being performed (excludes “Street Tree Pruning Self-Issued” permits).

Select the Property



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1. Use **street address** or **Tax ID Number** to find the property associated with your permit application.
2. From the search results (a maximum of 50 addresses will display) **select the property** for the permit work.

Complete Detail Statement

1. Carefully review the **Detail** statements.
2. To accept, **select the corresponding checkbox** then click the Continue button.

Enter Permit Details

Enter a detailed **description of the project work** and the specific **work location** on the property.

Upload Required Documentation

1. **Download and complete** the Urban Forestry application.
2. Select the **Attachment Type** and enter specifics in the **Application Details** field.
3. Select the **Choose File** button to locate the completed required document from your computer.
4. Select **Add Attachment** button. **Repeat steps as needed** to attach plans or other required files.

Pay Fees (as applicable)

1. Select the checkbox for the **Fees Due** and click the **Pay selected fees** button.
2. Select a method: **Electronic Check** or **Credit Card** (MasterCard, VISA, Discover, American Express).
3. Complete the **payment information** fields as indicated then click the **Submit Payment** button.
4. **Print a receipt** from the payment confirmation page (optional). **By default, you will automatically receive an emailed receipt** to the email address you listed during payment.
5. Click the **Finish** button to submit your permit request. To **submit and apply for another permit**, click the **Apply for Another Permit** button instead. Once your submission is processed, Urban Forestry will email you regarding inspections (if required) and permit issuance details.

Use DevHub Later to Access a Digital Version of an Issued Permit

Once your permit is issued, you will be able to view and email the permit from DevHub:

1. **Login** to DevHub at devhub.portlandoregon.gov.
2. **Locate your permit** using the permit's IVR Number then click the corresponding **Details** button.
3. Click the **E-mail Permit** button to receive an automated email of your permit (as a PDF).

*For additional DevHub support, please call the **DevHub help line** (M-F 8am-4pm) at **503-823-1304**.*