

TRN-10.03 - Parking, Lane, Sidewalk and Street Closure Permits

I. Definition

The Bureau of Transportation issues permits for temporary use of the public right-of-way through the Temporary Street Use Permitting (TSUP) Program. Sidewalk closures, parking, lane and street closure permits are issued for a variety of uses as per city code. Some examples of permitted uses for this program include: crane placement or operation, bus loading and unloading, mobile medical facilities, funeral vehicles, wedding vehicles, utility work, and facilitating construction on an adjacent property.

II. Administrative Rule

Permission of the City Traffic Engineer is required to work in any portion of the Right-of-Way (ROW) within the City of Portland.

Applications may be made for temporary street use permits online at www.tsup.info www.portlandoregon.gov/transportation/permitting, or by applying in person at the Transportation counter located on the first floor of 1900 SW 4th Avenue.

Details of the (TSUP) Program, including: program description, contact information, requirements, application process and fees can be found online at: www.portlandoregon.gov/transportation/permitting www.tsup.info.

Parties working in the right of way are responsible for maintaining a valid temporary street use permit for the duration of their impact to use of the right of way. Parties that continue to occupy the right of way after a temporary street use permit has expired, or parties that never obtain a temporary street use permit, are subject to fines and retroactive permit fees, calculated from the day the impact to the right of way became a violation. The applicable fines can be found TRN-8.14

Right-of-Way Use Enforcement Program in Exhibit G of the Transportation Fee Schedule.

Activities under this rule are subject to enforcement under the Right-of-Way Use Enforcement Program administrative rules ([TRN-8.14](#)). These rules establish PBOT's decision-making criteria for assessing violations and penalties. Recipients of an enforcement action may appeal the issued violation and associated penalties.

III. Fee Reduction Waiver for Affordable Housing Projects

A. 50 percent reduction in temporary street use fees may be granted for qualified affordable housing projects receiving financial support from the City of Portland Housing Bureau.

- To qualify for the 50 percent fee reduction, the project must meet the definition of a qualified Affordable Housing project as outlined in Title 30.01.030.B and must be a City Subsidy Project as defined in Title 30.01.030.E.
- When submitting a street use application, the applicant must provide documentation from the Portland Housing Bureau (PHB) indicating that the development qualifies for the fee reduction.
- Administrative fees associated with street use permits are not subject to a fee reduction and must be paid by the applicant.

B. 25 percent reduction in temporary street use fees may be granted for qualified affordable housing projects receiving financial support from Oregon Housing and Community Services (OHCS).

- To qualify for the 25 percent fee reduction, the applicant must provide documentation from the State of Oregon (OHCS) indicating that the development qualifies for the fee reduction.
- Administrative fees associated with street use permits remain unchanged and must be paid by the applicant.

If an affordable housing project receives financial support from the City of Portland Housing Bureau and Oregon Housing and Community Services, the project is not eligible for multiple fee reductions outlined in this section.

The fee reduction outlined in sections III.A and III.B applies to PBOT street use fees for any permits issued solely to support the construction or development of a qualifying affordable housing project.

Applicants must clearly indicate on their permit application that a fee reduction is being requested and provide accompanying documentation from the respective funding agencies (Portland Housing Bureau or Oregon Housing and Community Services) to demonstrate eligibility for the fee reduction.

IVIII. Reference

City of Code Title & Chapter 16.20 & Chapter 17.23

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