



# UTILITY STREET OPENING PERMITS



Utility Street Opening Permits are issued by the Portland Bureau of Transportation (PBOT) to franchised utilities and public works agencies when street opening is required in City streets for the installation, reconstruction, maintenance or abandonment of facilities.

## Notice to Applicant

- Applicant is responsible for reviewing and complying with Administrative rule [TRN 10.19](#) for permitting of franchise utility infrastructure within public ROW
  - Installations must be placed parallel or perpendicular to the ROW and must be a minimum of five feet horizontally, skin to skin, from sewer and water infrastructure
  - Conduit must be a minimum three feet from back of curb when placed property side
  - Poles and vault lids must be placed fully outside of the Pedestrian Through Zone of the sidewalk corridor

## Application Submittal

- Submit application by email to the PBOT Utility Permit mailbox at [pbotutilitypermits@portlandoregon.gov](mailto:pbotutilitypermits@portlandoregon.gov)
  - Subject line of email should read "**Permit (Request, Revision, Renewal) – Permittee Name – Permittee Job Number**"
    - Provide Utility Reference Number to be used for tracking and invoicing purposes. A standardized naming convention is preferred by each applicant
    - Include City permit number if revising or renewing an existing permit
- Include permit request and plan as a .pdf file attachment

## Application Requirements

- Include north arrow; label street names; show curbs/ edge-of-pavement/ right-of-way lines; include and label any existing facilities related to may impact proposed work
- Specify size, number, and type of any proposed installation or removal of facilities
- Describe method of installation (trench, bore, "cut & kick", etc.)
- Provide dimensions of proposed work from these lines in the following order:
  - Curb lines when a survey has not been completed
  - ROW lines when a survey has been completed
  - Edge of Pavement when no curb exists
- Include a cross section of any proposed installation (trench, bore, vault, etc.) or otherwise specify the depth of cover (36" minimum)

