Bureau of Environmental Services
Public Works Permit Process Packet

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BUREAU OF ENVIRONMENTAL SERVICES
SUMMARY [jaj1]**OF PUBLIC WORKS PERMIT PROCESS**

A public works permit is required to construct or alter any public sanitary or storm sewers in the City of Portland. To obtain this permit, a set of design plans must be submitted by a registered civil engineer in the State of Oregon and approved by the Bureau of Environmental Services (BES) Chief Engineer. The following is a brief summary of the public works permitting process.

1. PRE-DESIGN MEETING WITH CITY PROJECT MANAGER

The applicant or his or her engineer initiates this meeting. The meeting is to be scheduled with a design representative from the BES Development Engineering Section, or if street improvement is involved, a meeting is scheduled with the Bureau of Transportation Engineering and Development (BTED). At this meeting the applicant and his or her engineer can present their proposal for public sewer improvements for the development. An assigned BES project manager will address the BES design concerns and explain the permitting process and requirements.

2. PROPOSED PUBLIC SEWER PLANS SUBMITTED TO BES

The following requirements must be met to constitute a complete submittal.

Submit 8 sets of engineered plans (22” x 34” drawings) of proposed public sewer improvements. For certain projects, as determined by the BES project manager, more than 8 sets may be required. The last sheet of each set should be a stand alone erosion control plan numbered 1/1.

Submit the information sheet and the CADD check list from this packet.

Storm sewer improvements will require submittal of two sets of drainage calculations and basin map. If water quality or detention facilities are required, two sets of the operation and maintenance (O & M) plans and supporting calculations will be required and the facilities must be detailed on the plans. A narrative of how the water quality/detention facilities is designed to function will also be required with the calculations. Any other necessary documentation will also be required. In some instances, submittal of sanitary sewer calculations may be required. The engineer of record must stamp all such calculations.

All drawings must meet the BES drafting and CADD standards. The BES public works permit will not be issued until the CADD standards are met.

3. INITIAL PLAN REVIEW

City code requires a 20% deposit of estimated engineering (for plan review and construction inspection costs) fees be submitted to initiate the plan review process.

The estimated fee is based on the estimated construction costs and on past final fees charged. The applicant's construction cost estimate will be reviewed and approved by BES and may be revised by BES if the construction estimate does not reflect current construction costs.

Unanticipated obstacles due to construction, construction of extended duration, inspection involving overtime pay, and other unforeseen events may contribute to costs beyond those estimated. The actual costs assessed will be based upon those costs incurred by the City during its review, inspections, and testing of the project.

When the project is complete, a job costing summary will be prepared to determine the actual costs charged. If the actual cost is higher than the estimated fee amount, the applicant will be billed the difference. If the actual cost is less than the estimated fee amount, the applicant will be refunded the difference.

Upon receipt of the deposit and a complete submittal, the submitted plans and required calculations will be circulated to various bureaus and departments for review and comment.

4. COMMENTS FORWARDED TO ENGINEER

The initial plan review is normally a twenty (20) workday process. Upon its completion, the applicant's engineer will be forwarded a redline check sheet of the plans for revisions. The applicant's engineer may request a meeting to discuss the redline comments with the BES project manager.

5. REVISED PLANS RETURNED TO BES

A review of the revised plan is normally a five (5) to ten (10) workday process. This review is to ensure that the applicant's engineer addresses the redline comments of the redline check sheet. This process will continue until all the redline comments are addressed and meet BES' requirements.

6. MYLAR PLANS SUBMITTED BY ENGINEER

Upon completion of the plan review process, the BES project manager will request mylars and the electronic copy of the proposed public sewer improvements. The mylars will be submitted to the assigned BES project manager, who will obtain the required approvals and signatures.

The electronic drawing will be reviewed for compliance with the BES CADD standards (see the CADD standards attached). The Public Works permit may not be issued until the electronic copy has been submitted and approved by BES. A CADD standards conformity notice will be sent to the applicant if it is not in compliance.

7. CHIEF ENGINEER APPROVAL ACQUIRED

Upon approval by the Chief Engineer, the plans will be copied and inserted into a book containing the special specifications required for the project. A final letter will be mailed to the applicant detailing any outstanding documentation or fees that are required for the issuance of the permit. Any needed forms will be included with the final letter.

8. APPLICANT SUBMITS REMAINING PERMITTING REQUIREMENTS

Prior to permitting the public sewer improvements, the following items must be submitted and approved by BES:

* A performance guarantee for the estimated construction cost
* The balance of estimated permit fees
* A signed "Permit Application"
* A certificate of insurance from the contractor
* Easement documentation for off-site easement, if required
* Electronic copy of the plans (if not submitted w/mylar)
* Amount required for Street Opening Permit

Upon receipt and approval of the above, a "Public Works Permit" will be issued. The permit will be available at the pre-construction conference.

9. PRECONSTRUCTION CONFERENCE

The contractor is required to attend a pre-construction meeting before construction can begin. Prior to this meeting the following must be submitted and approved by BES:

* Survey staking notes
* Traffic control plan for work in the public R.O.W.

* Submittals for any oversize manholes
* Submittals for specialized design features not covered by the "City Standard Construction Specifications"

The contractor will contact the construction project manager to schedule the meeting (2 days notice will be required). Approved plans and specifications and the permit will be given to the contractor at that time. Upon completion of the meeting, construction work on the permitted public improvements may commence at any time.

10. PROJECT COMPLETION- FEE SETTLEMENT

Approximately 45 - 60 days after construction is complete (this includes: punch list items completed, all plantings done,….), a final fee settlement statement will be prepared. The permit fee amount paid prior to permitting is an estimate only. The applicant will be charged the actual cost charged to the project. The final fee will be determined based on actual costs incurred by the City during its review, inspection, and testing of the project. If the actual cost is higher than the estimated engineering fee, the applicant will be billed the difference. If the actual cost is lower than the estimated engineering fee, then a refund will be sent to the applicant. (See BES Public Works permit for conditions)**.**

The sewer connection permits will not be issued until the sewer project is complete and accepted and the engineering fees are settled.

11. MAINTENANCE GUARANTEE

After construction is complete and the BES engineering fees have been settled, a 2-year maintenance bond is required. The amount of the bond is for 20% of the estimated construction cost. The performance guarantee can be released after receipt and approval of the maintenance bond. The maintenance bond will be released after the 2 year warrantee period with approval of the BES Construction manager.

PUBLIC SEWER PLAN CHECK SHEET FOR MINIMUM ACCEPTABILITY

Sewer Design Plans (Reference The City's 1991 **Sewer Design Manual or design standards)**

Use City title block and border size (as provided by BES)

The title block is to include the following:
- Dept. of Public Affairs
- Commissioner's name (Dan Saltzman)
- BES Chief Engineer's name (William F. Ryan #16301)
- 1/4 section number
- Project name and location
- Any City land use action numbers
- Name, address and phone number of consulting firm
- Engineer's stamp and signature

Cover Sheet:
- Standard Notes
- Vicinity map (recommended scale of 1=600')
- Site map @ scale to show entire project with sewer facilities shown and sheet number referenced
- Environmental zones shown on site map
- Legend (include sewer, R.O.W., PL, other utilities, etc.)
- For water quality/detention facilities, include narrative of how facilities will function

Plan View:
- The plan view is to be located under the profile view
- R.O.W. lines, curb lines, width of street and R.O.W.
- Alignment references - distance of sewer from R.O.W. & angles between pipes Street inlets & leads shown for info only with half tone line weight
- Lot #'s of undeveloped and addresses of developed properties
- Size, type and length of pipe provided
- Lateral information: pipe size and type, ASTM reference, length, slope and location
- Applicable public sewer, drainage reserve and water quality easements shown
- North arrow (not acceptable if pointing to bottom of sheet)
- Scale: Horizontal (1:20, 1:30, 1:40 or 1:50); Vertical (1:5 or 1:10)
- Private streets labeled as private
- Existing services shown to existing buildings
- EP/EC zone boundaries
- On sanitary plans, also show the storm alignment in lighter weight lines and vise versa

Profile View:
- Street name over profile (private street labeled as private).
- Provide IE of all pipes at each manhole & rim IE

BES job # of existing sewer to be extended
Existing ground/finish grade profiles
Size, length, type, slope, ASTM reference and bedding of pipe provided
Backfill material (granular for all paved areas)
On sanitary profile also show the storm profile in lighter weight lines and vice versa

EROSION CONTROL PLANS (Follow guidelines in City's Erosion Control Manual)

Provide post and pre-development topo lines on plans
E C plan to be on separate sheet at end of sewer design plans

BES PUBLIC WORKS SEWER PERMIT INFORMATION SHEET

Applicant: _____ Rep: _____

Street: _____ Ph #: _____

City/ State/ Zip:_____Fax #: _____

Consultant: _____ Engr: _____

Address: _____ Ph#: _____

City/ State/ Zip:_____Fax #: _____

Location:_____

Legal Descr:_____ LUR#: _____

Subdivision Name: _____ **Total # lots in subdivision:** _____

PERMIT JOB QUANTITIES & COST ESTIMATE OF PUBLIC FACILITIES
(Do not include private systems)

San/Stm	Size	Type	Length	Min D	Max D	Ave D	Cost

Total lgth sanitary _____ Total lgth storm _____ Cost Sub Total: _____

# of San Lat: _____Type: _____Total Length: _____Total Cost: _____
# of Stm Lat: _____Type: _____Total Length: _____Total Cost: _____ Cost Sub Total:_____

Manhole #												
Depth												
Cost												

Total # sump/sed systems _____ Cost Sub Total: _____
_

Water Qlty Facility #	1	2	3	Det Facility	1	2	3	Outfall #	1	2	3
Cost				Cost				Cost			

Total # WQ facilitities:_____ Total # Det facilities:_____Cost Sub Total: _____
_

Cost Grand Total: _____
_____

Remarks/Other Costs:_

BUREAU OF ENVIRONMENTAL SERVICES
ENGINEERING & INSPECTION FEES FOR
PUBLIC IMPROVEMENT PERMIT APPLICATION

ESTIMATED CONSTRUCTION COST* (FROM ENGINEER'S ESTIMATE)	ESTIMATED PERMIT FEE*	20% DEPOSIT**
Less than $10,000	$2,500	$500
$10,000 - $15,000	$3,000	$600
$15,001 - $20,000	$3,500	$700
$20,001 - $25,000	$4,000	$800
$25,001 - $35,000	$4,500	$900
$35,001 - $50,000	$5,500	$1,100
$50,001 - $75,000	$7,500	$1,500
$75,001 - $100,000	$10,000	$2,000
$100,001 - $150,000	$13,000	$2,600
$150,001 - $200,000	$17,500	$3,500
$200,001 - $300,000	$24,250	$4,850
$300,001 - $400,000	$33,250	$6,650
$400,001 - $500,000	$42,250	$8,450

Projects exceeding $500,000.00 estimated construction cost shall be reviewed and have fees determined by BES Project Manager.

*BES Development Engineering staff may revise the amount of the performance bond and permit fees if the engineer's construction estimate does not reflect current construction costs. (Permit fees include City engineering review and superintendence services.)

**Chapter 17.32 of the City Code requires a deposit of 20% of the total estimated permit fee with application for public improvement permit projects.

BUREAU OF ENVIRONMENTAL SERVICES

INSURANCE REQUIREMENTS

Prior to issuance of a Public Works sewer permit, the City of Portland requires proof of public liability and property damage insurance. The proof of insurance shall be in the form of an original certificate of insurance.

The required certificate of insurance shall name the City of Portland as an additional insured, and shall have attached to it either the City's endorsement form (see attached), or the insurance industry standard from CG 20-12-11-85, titled "Additional Insured - State or Political Subdivisions - Permits".

The policy must give 30 days written notice prior to cancellation. The policy shall state, in the cancellation note, "...ISSUING COMPANY **WILL** MAIL 30 DAYS WRITTEN NOTICE...". The common industry statement in the cancellation note "...WILL ENDEAVOR TO MAIL..." will not be accepted. Strike out the words "ENDEAVOR" and "BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES" from the cancellation note on the certificate of insurance.

The certificate of insurance will require review and approval by the City Attorney as to form.

The certificate of insurance shall reference the job number and the job title.

The required insurance shall be equal to (or greater than) the following minimums:

$50,000 per claimant for property damage;

$200,000 per claimant for all other claims arising out of a single accident or occurrence;

$500,000 for any number of claims arising out of a single accident or occurrence; or

$500,000 combined single limit policy.

ADDITIONAL INSURED ENDORSEMENT

Without prejudice to coverage otherwise existing herein, the City of Portland, its officers, agents and employees are included as additional insured under this policy as to any claim or claims for injury to person including death, or damage to property, resulting from or growing out of the operations of the named insured, including all operations by subcontractors, under permit with the City of Portland for:

Job No. _____ Policy No. _____

Job Title: _____

It is understood and agreed that this policy shall not terminate or be canceled prior to completion of the contract without first giving thirty (30) days written notice of intention to terminate or to cancel said policy to: City of Portland, Bureau of Environmental Services, Attn: Largo Abshere, 1120 SW Fifth Ave., Room 1000, Portland, Oregon 97204.

Notwithstanding the naming of additional insured, the policy shall protect each insured in the same manner as though a separate policy has been issued to each; but nothing herein shall operate to increase the insured's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been names as insured. The coverage applies as to claims between insured on the policy. This endorsement assures that the policy complies with the terms and conditions of the named insured's permit with the City of Portland.

_____ _____

Insured's Name Date

_____ _____

Authorized Insurance Company Date
Representative's Signature-Title

Job No._____

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS that, we _____ _____, as Principal, and _____ _____, a corporation organized and existing under the laws of the State of _____, and duly authorized to transact a surety business in the State of Oregon, as Surety, are held and firmly bound unto the CITY OF PORTLAND, a municipal corporation of the State of Oregon, in the penal sum of _____ Dollars ($_____), lawful money of the United States of America, for the payment whereof well and truly to be made, we and each of us, jointly and severally, bind ourselves, our and each of our heirs, executors, administrators, successors and assigns firmly by these presents.

THE CONDITION OF THIS BOND IS SUCH:

That whereas the Principal herein has made application to the Chief Engineer of the City of Portland Bureau of Environmental Services for a permit to construct: _____

_____

under the provisions of Ordinance No. 130672, Code of the City of Portland, and whereas said application was approved by the Chief Engineer of said City and a permit therefore issued, subject to and upon certain conditions, directions, stipulations, terms, provisions and requirements provided for in said permit, a copy of which permit is attached hereto and hereby made a part of this bond to the same extent and effect as if written herein and specific reference now made to all the terms, provisions, specifications and requirements set out, declared and provided for in said permit;

NOW THEREFORE, if the Principal herein shall faithfully and truly observe the terms, provisions, conditions, stipulations, directions and requirements of said permit and shall in all respects, whether the same be enumerated herein or not, faithfully comply with the same and shall assume the defense of, indemnify and save harmless the City of Portland, its officers, agents, and employees from all claims, liabilities, loss, damage or injury which may have been suffered or claimed to have been suffered to persons or property directly or indirectly resulting from or arising out of the operations or conduct of said Principal or any subcontractor in the performance of the work under said permit and shall indemnify and make whole the City for any injury or damage to any street, highway, avenue or road or any part thereof, resulting from the operations or conduct of said Principal or any subcontractor in connection with performance or conduct of the work under said permit, and shall in all respects faithfully keep and observe all of said terms, provisions, conditions, stipulations, directions and requirements, then this obligation is void, otherwise it shall remain in full force and effect.

WITNESS our hands and seals this _____ day of _____, 20_____.

_____ (Seal)

_____ (Seal)

_____ (Seal)

Countersigned by: PRINCIPAL

_____

_____ SURETY

Oregon Resident Agent

SAMPLE LETTER OF CREDIT
(Please fill in blanks and retype on bank letterhead)

Date _____

City of Portland by and through the Bureau of Environmental Services Chief Engineer;

Pursuant to the request of our customer _____, we the
(your legal name)
undersigned _____ hereby establish our
(bank name and address)
irrevocable Letter of Credit No. _____ in your favor in the total amount of
_____ Dollars ($ _____), which guarantees the
(improvement engineering estimate)
improvement of _____ pursuant to the
(improvement name and job number)
City of Portland's specification and standards.

These funds may be drawn upon by our customer, with the written permission of the Chief Engineer, as construction progresses, up to 80% of the Chief Engineer's estimate of the actual completed cost of said improvements. Upon completion and acceptance of the entire improvement, the remaining 20% will be released in exchange for an acceptable maintenance bond with a duration of at least two years in an equivalent sum. This maintenance bond must be submitted to and accepted by the City Attorney before the Chief Engineer signs the Certificate of Completion and before this Letter of Credit expires. The maintenance bond will be held for a period of two years commencing with the date of acceptance of the work.

In the event the Chief Engineer deems it necessary to draw upon this Letter of Credit to properly complete the improvements in accordance with the terms of the above referenced _____,
the Chief Engineer may request payment
(improvement name and job number)
by submitting a written demand indicating the number of this Letter of Credit and the amount, payable at _____.
(bank name and address, if local, or 1220 SW 5th Ave. if bank is not local)

This demand for payment will state the clauses of the permit considered in default.

We shall honor your demand without inquiring whether you have a right between yourself and our said Customer to make such demand and without recognizing any claim of our said Customer.

This Letter of Credit guarantees the payment of monies only and will expire at our Counter only after all of said improvements are constructed and accepted by the City and a Certificate of Completion is signed by the Chief Engineer stating that said improvements have been constructed according to the terms and provisions of the said permit in accordance with the City of Portland's specifications and standards.

For: _____ _____

(Bank Name) (Signature)

_____ _____

(Letter of Credit Number) (Title)

SAMPLE LETTER OF CREDIT
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For: _____ _____

(Bank Name) (Signature)

_____ _____

(Letter of Credit Number) (Title)