



# Utility Placement Permit Instructions

A Utility Placement Permit covers utility work done in the right-of-way.

## APPLICATION REQUIREMENTS:

- Application Fee.** There is no fee for this permit.
- Utility Placement Permit Application & Plan.**
  - Fill out and submit the completed Utility Placement Permit Application to the Department of Transportation and Development, Transportation Engineering Division. If you have questions, please call the Permit Specialist at 503-742-4691.
  - **Submit the following with the completed application:**
    - Two sets of Project Plans
    - Two sets of Traffic Control Plans
    - One copy of the Certificate of Liability insurance naming Clackamas County as the additional insured, with the Additional Insured rider attached.
- Permit Issuance.**
  - After the Permit Specialist reviews the plan for completeness it is forwarded to the inspector for review. The applicant is notified if anything further is required. Once the permit is approved the permit is issued and emailed to the applicant.
  - The contractor is required to have a copy of the permit and approved plans on the job site during construction.
- Inspections.**
  - Call the Inspection Request Line at **503-742-4700** to notify the inspector of the start date of work and after the work is completed to schedule the inspection to start the warranty period.
- Timeline.**
  - The utility work shall be completed to the satisfaction of Clackamas County by the expiration date on the permit. Contact your inspector if you are unable to meet this timeline.
- Additional Information.**

Oregon law requires the applicant to follow rules adopted by the Oregon Utility Notification Center set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the Center at (503) 232-1987.

Notes:



# Utility Placement Permit Application

for Utility Work in the Right of Way

Office Use Only:

UP#:

### TYPE OF WORK

**Description of work:**

Plow  Bore  Core Drill  Pole  Street Cut  Trench (shoulder work)  Hole Hog  Other (specify): \_\_\_\_\_

**Utility type:**

Cable  Electric  Gas  Phone  Sanitary  Storm  Telecomm  Water  Other (specify): \_\_\_\_\_

**Size of proposed excavation:** *Note: Depth - 30" minimum below lowest point of the existing road and ditch grade*

Width \_\_\_\_\_ in. / ft.    Depth \_\_\_\_\_ in. / ft.    Length \_\_\_\_\_ in. / ft.

Width \_\_\_\_\_ in. / ft.    Depth \_\_\_\_\_ in. / ft.    Length \_\_\_\_\_ in. / ft.

Width \_\_\_\_\_ in. / ft.    Depth \_\_\_\_\_ in. / ft.    Length \_\_\_\_\_ in. / ft.

**Proposed start date:**

**Proposed completion date:**

### JOB SITE INFORMATION AND LOCATION

**Site address:**

**City/State/ZIP:**

**Nearest cross street and/or nearest address:**

**Business or subdivision name:**

#### APPLICANT INFORMATION

#### CONTRACTOR INFORMATION

#### REQUIRED 24-Hour Emergency Phone Number:

**Applicant's project number:**

**CCB lic.:**

**Contact name:**

**Business name:**

**Business name:**

**Contact name:**

**Phone:**

**Cell:**

**Phone:**

**Cell:**

**Mailing address:**

**Mailing address:**

**City/State/ZIP:**

**City/State/ZIP:**

**Email address:**

**Email address:**

### ATTACHMENTS

**Attach two sets of project plans.**

**Plans prepared by:**

**Attach two sets of traffic control plans.**

**Plans prepared by:**

*I certify that I have read and examined this permit application. I agree to build according to the provided description, accompanying plans and specifications, and any other State and local laws regulating the construction within the road right-of-way.*

**Applicant's signature:**

**Print name:**

**Date:**

### COUNTY ENGINEERING STAFF ONLY

Map Page/Section: \_\_\_\_\_

AERIAL/POLES

BORE/PUSH

CDF

CORE DRILLS

GRANULAR

GRANULAR NO ST. CUT

Road Number: \_\_\_\_\_

PLOW

Land Use File Number: **Z0**

Development Permit Number: **SC**

Inspector:

Duffy Gehrts

Bruce Brown

Dawn Hickson

Notes: