



Public Works Department  
Christopher Branch, Director

## Requirements for Permits

All permit applications shall be submitted online through the City of Portland's [Citizen Self Service](#) (CSS) portal. Online submissions will streamline the application intake process and will allow for greater transparency for applicants during the permit review process. You will be able to view the progress of your permit application, pay invoices, resubmit files and request inspections through CSS. Before submitting an application, please read the requirements below:

### Excavation Permit Requirements -

- **Address** - A registered address is required on each permit submitted.
- **Applicant** - An applicant is required, this should auto fill with your account information.
- **Licensed Excavator** - A licensed excavator is required for all excavation permits. For information about current [Licensed Excavators](#) or how to become licensed call (207)874-8801.
- **Traffic Control Plan** - All Street Opening and Waste Water require an attached TCP. For example [Traffic Control Plans](#) follow the link.
- **DigSafe Number** - All permits require a valid [DigSafe](#) number.
- **Working Hours** - All excavation permits require submitted working hours. If the hours submitted require Director approval we will handle that request for you there is nothing else you will need to do. Define in the 'Reason for Permit' a description of night work or work on an arterial outside of the 9AM to 3PM rule.
- **Estimated Dimensions of Excavation** - All excavations must provide estimated dimensions that will be excavated. All area excavated within the street will be charged a per square yard restoration fee which can either increase or decrease once the work is completed and has been inspected by the department.
- **Reason for Permit** - All permits require a brief description of the work being performed. The more information you can provide regarding the work the easier it will be to process and get issued.

### Occupancy Permit Requirements -

- **Street Occupancy** - The required information is as follows; a registered address where the occupancy will occur; number of parking spaces occupied; number of days being occupied; from the drop down pick what will be in the reserved parking space; number of lanes closed if applicable; if you will be occupying the sidewalk with the permit.
- **Sidewalk Occupancy** - The required information is as follows; a registered address where the occupancy will occur; number of days being occupied; if you will be having heavy equipment or vehicles on the sidewalk; if necessary it may be required to have a drawing of the planned occupancy showing the limits of work and pedestrian diversion around area.

### Solid Waste Bulky Item -

- **Bulky Item** - The required information is as follows; a registered address where to pick up the item; a length, width, and height in feet of the item; an approximate weight of each item; a brief description of the items, the more information the better. This permit type also requires payment upon submission of the permit. It will show you the fees to pick up the items before you submit the information. Anything submitted through this program must follow these [guidelines](#).