

The City of Gresham appreciates your expressed interest in constructing public facilities in public rights-of-way or public easements. Before you can begin, there are certain steps you need to take; the checklist below will identify submittal requirements. Once the following information is provided, approved by the City, and the fees are paid, the permit will be issued. If you have any additional questions, call 503-618-2639 or email [heather.figueroa@greshamoregon.gov](mailto:heather.figueroa@greshamoregon.gov).

Please provide the following information along with your right-of-way permit application form. Submit paperwork, **in one complete packet** or email, a **minimum of two weeks** prior to anticipated date work to begin to allow for processing.

**\* Application is not complete until ALL required documentation has been received. \***

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**Proof of Insurance**

Commercial general liability insurance with combined single limit per occurrence of \$1,000,000 with an annual aggregate of \$2,000,000. Coverage shall not exclude explosions, collapse and underground hazard coverage. Commercial auto liability insurance with a limit of \$1,000,000, and Workers' Compensation. The certificate should have been issued within the last 20 days and the City named as additional insured in the "Description of Operations" section of the certificate and listed as the Certificate Holder.

For residential sidewalk/driveway work being done by the responsible homeowner:

- Proof of homeowners' coverage

**Construction Plan**

Plans must include all proposed public facility construction and be consistent with the Public Works Standards. Include North arrow, street names, and dimensions such as lengths of sidewalk replacement, distance from centerline of utility installation, pipe diameter, and pipe depth. If the proposed work is not a part of an approved public facilities plan set, the City will supply a plan template upon request.

**Construction Cost Estimate**

A contractor's cost estimate or engineer's estimate for the work

No Construction Cost Estimate required if:

- No performance or warrantee guarantees are required

**Traffic Control Plan**

See page 2 for traffic control requirements.

No Traffic Control Plan required if:

- Work is outside of roadways and will not impede pedestrian, bike, or vehicular traffic

**Performance Guarantee**

A guarantee of 110% of the construction cost is required (\$1,000 minimum).

No Performance Guarantee required if:

- The only work being done is residential sidewalk and/or driveway work (except multi-family)

**Warranty Guarantee**

A guarantee of 10% of the construction cost after City acceptance of work (\$1,000 minimum).

This guarantee is held by the City to cover the 2-year warranty period, per the provisions of the City's Public Works Standards.

No Warrantee Guarantee required if:

- The only work being done is sidewalks and/or driveway, except if work is done as a part of a City project; or
- If the work is pursuant to an encroachment permit

**Plumbing Permit**

For associated plumbing work outside the right-of-way, a plumbing permit must be obtained and sewer fees must be paid before the street opening application will be approved.

No Plumbing Permit required if:

- The work being done will not include plumbing connections on private property

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**WHEN YOU ARE READY TO BEGIN WORK**, remember that you must:

- Contact the City 24-hours prior to beginning construction by calling (503) 618-2299.
- Meet all applicable City construction standards and drawings.
- Build so as not to conflict with any existing utilities.

**WHEN YOU ARE FINISHED**, you must:

- Call (503) 618-2299 for an inspection and acceptance by the City.
- Provide the inspector with documentation (an as-built) on the depth and location of any underground facilities installed or affected by this permit work.

## TRAFFIC CONTROL PLAN CHECKLIST

Include the completed checklist with your traffic control plan submittal.

Standard **work times** are 8:00 a.m. through 4:00 p.m.; all lanes must be open to traffic beyond those work hours:

The work will only be during standard work hours

OR

The work is proposed to be outside of standard work hours.

What are the requested hours of work? \_\_\_\_\_

Standard **work days** are Monday through Friday:

The work will only be during standard work days

OR

The work is proposed to be outside of standard work days.

What are the requested work days? \_\_\_\_\_

The **work** must be started within 30-days following your stated start date or the permit will be invalid.

When do you intend to begin the work? \_\_\_\_\_

How long will the work occur in the right-of-way? \_\_\_\_\_ Days

For construction zone layouts that are addressed in the Oregon Short Term Traffic Control Handbook, only the page and diagram number needs to be supplied. The Oregon Short Term Traffic Control Handbook can be found at: <http://www.oregon.gov/ODOT/Engineering/Pages/OTTC.aspx>. For construction zone layouts that are not addressed in the Oregon Short Term Traffic Control Handbook or for customized traffic control plans, traffic control plans must include the following elements:

- North arrow
- All streets names affected by the traffic control
- Adjacent or nearest address
- Location and description of all signs and distances between these elements
- Location of traffic control personnel and distances between these elements
- Work zone clearly identified with dimensions
- Traffic flows

What type of traffic control plan will be submitted?

Oregon Short Term Traffic Control Handbook: Page \_\_\_\_\_ Diagram \_\_\_\_\_

OR

Custom traffic control plan

Full street closures will only be allowed if it is impossible to maintain a minimum of one 10' wide lane open. A full customer traffic control plan, with detour information and variable message board signs will be required for all street closures.

This work will not require a street closure

OR

Street closure approval is requested