



# City of Tigard Public Facility Improvement (PFI) Permit

**General Information:**

Property Address/Location(s): \_\_\_\_\_  
\_\_\_\_\_

\*Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_  
CCB# \_\_\_\_\_ Expiration: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Plans By: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Description of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated value of work (within the public right-of-way): \$ \_\_\_\_\_

Is work related to a LAND-USE DECISION? YES  NO   
If so, please specify (MLP, SDR, SUB, etc.) case #: \_\_\_\_\_

Is the work related to a BUILDING PERMIT? YES  NO   
If so, please specify (BUILDING PERMIT) case #: \_\_\_\_\_

**FOR STAFF USE ONLY**

Engineering Case No.: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Application Accepted By: \_\_\_\_\_  
Revised 7/1/10

**REQUIRED SUBMITTAL INFORMATION**

**Professional Engineered Plans are required for:**

- Street Widening
- Subdivision Infrastructure
- Main utility line extension:
  - ◊ Storm Drain, Sanitary – Tigard
  - ◊ Water – Tigard Water Service Area (includes Durham, King City and a portion of unincorporated Washington County)

\*\*Note: See Engineered Plan Submittal Checklist attached.

**For all other work:** Submit scaled sketch of the work to be done. (see attached *minimum sketch requirements* and provided sketch area).

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**\*NOTE: Person specified as "Applicant" shall be designated "Permittee" and shall provide financial assurance for the work.**

**DEVELOPMENT ENGINEERING FEES**

**1. Public Facility Improvement (PFI) Permit:**

**Part 1:** All non-water system improvements  
Engineer's estimate X 5% (less \$300.00 submittal fee)  
Engineer's estimate X 2% Plan Review

**Part 2:** All public water system improvements  
Engineer's estimate X 12%

**Total Permit Fee = Part 1 + Part 2**

**PFI Permit Fee Exemptions:**

There will be no permit fee charged, or assurance required for the following types of work:

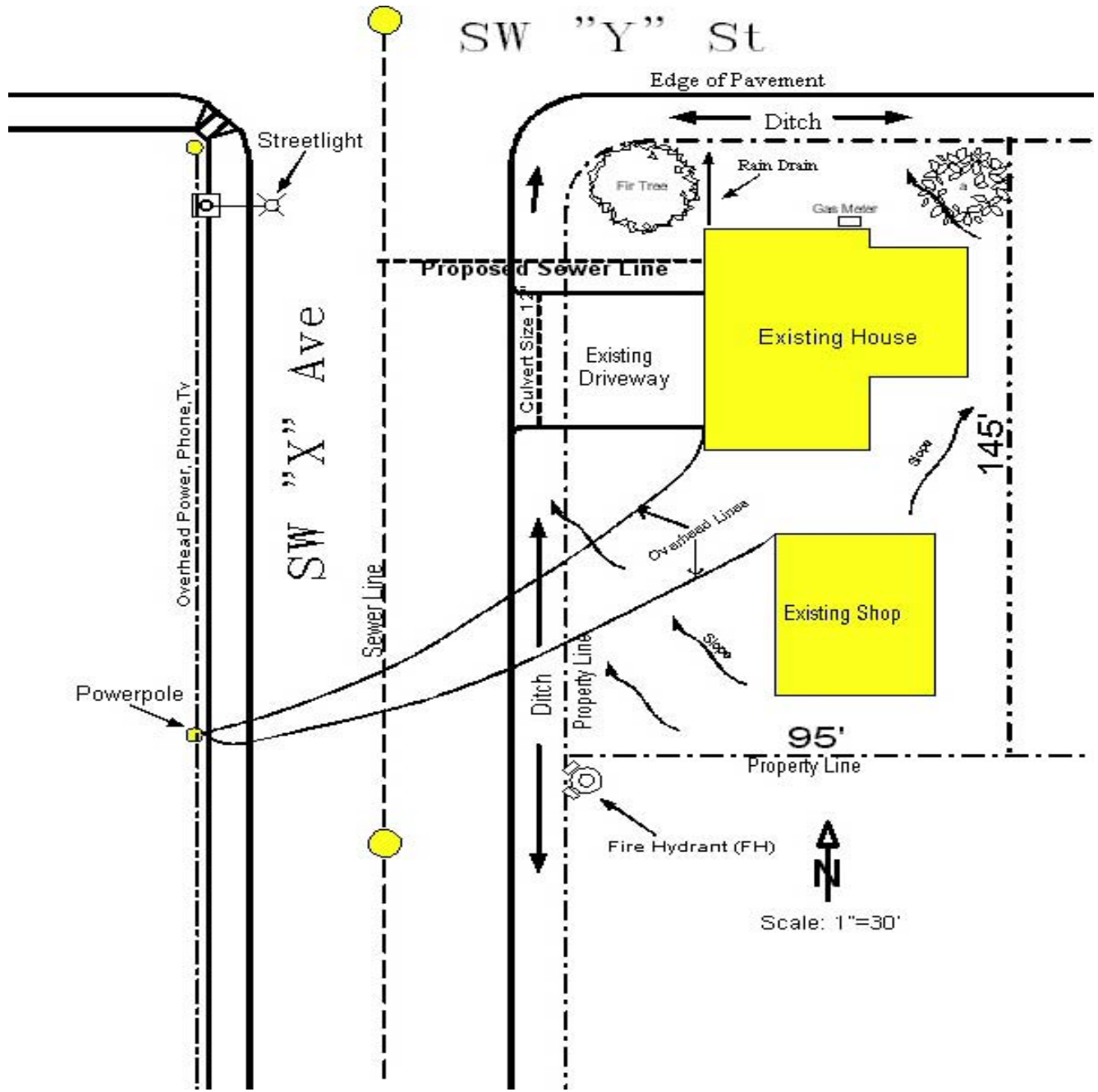
- Sidewalk or driveway repair (less than 20 lineal feet)
- Relocate or replace mailbox
- Ditch cleaning that does not involve regrading.
- Weephole repair
- Curb repair or replacement (less than 20 lineal feet)
- Lawn sprinkler system installation or repair
- Street tree pruning or planting
- Planter strip landscape maintenance
- Test wells

**2. Addressing Fee:** The fee for this service is **\$50.00 per address.**

**SAMPLE  
Minimum Sketch Requirements**

- |                             |  |                                |
|-----------------------------|--|--------------------------------|
| √ North Arrow               | √ Property Lines & Dimension                       | √ Slope of Property            |
| √ Street & Street Name(s)   | √ Existing Building, Structures                    | √ Utility & Street Light Poles |
| √ Proposed Work             | √ Existing Curb or Edge of Pavement                | √ Trees                        |
| √ Existing S/W or D/W Apron | √ Existing Utility Locations (sewer, water, storm) |                                |

**SAMPLE SKETCH:**



Minimum Sketch Requirements (Put "n/a" if Not Applicable):		
_____ North Arrow	_____ Property Lines & Dimension	_____ Slope of Property
_____ Street & Street Name(s)	_____ Existing Building, Structures	_____ Utility & Street Light Poles
_____ Proposed Work	_____ Existing Curb or Edge of Pavement	_____ Trees
_____ Existing S/W or D/W Apron	_____ Existing Utility Locations (sewer, water, storm)	

**SKETCH AREA:**