

Site Development Frequently Asked Questions

What is the bond process?

Click [here](#) for our Right of Way Performance Bond FAQ page.

What are some examples of construction work that require a Right of Way (ROW) or Facilities permit?

- New, repair, or maintenance of utility connection in the street, curb, sidewalk, or planter strip.
- New and/or repair of driveway approach, sidewalk and curb
- New and/or repair weep hole
- Street Tree removal and planting
- Sidewalk or street closure

Do I need a grading permit?

Per city code 9.05.020, if you move 50 cubic yards or 500 sq ft of soil a grading permit is required. Click [here](#) for the Single Lot Grading Permit application. Click [here](#) for the Commercial Grading Permit application.

I want to remove a public/city tree in the Right of Way. What do I need to do?

You will need to submit a [Street Tree Cut application](#) to SiteDevelopmentPlanSubmit@BeavertonOregon.gov

You will also need to contact City Arborist, Jered Lane, at 503-526-2237 or JLane@BeavertonOregon.gov for a site inspection.

If the tree is on private property, contact the [Planning Department](#).

The sidewalk needs repaired. What do I need to do?

You will need to submit the following items to SiteDevelopmentPlanSubmit@BeavertonOregon.gov
[Application](#)

Site Plan (can be as simple as a photo or sketch)

Our Permit Technician will call you to obtain the Permit Intake Fee (currently fee is \$103.50) via credit card over the phone.

After receiving the complete packet and the application fee, the typical review timeframe is 5 days, but please allow up to two weeks, depending on the scope of work.

What is needed for a Right of Way (ROW) or Facilities (FC) permit?

Sidewalk permit and/or Driveway Approach permit

[Application](#)

Site Plan (notate sidewalk or street closure plan)

Utility Work (water, sanitary or storm sewer, franchise providers) in ROW

[Application](#)

[Right of Way Restoration Cost Estimate Template](#) (will open in Excel)

Site Plan

Traffic Control Plan

Email your complete permit application packet to SiteDevelopmentPlanSubmit@BeavertonOregon.gov. Our Permit Technician will call you to obtain the Application Fee (currently the fee is \$103.50) via credit card over the phone. Some permits may require a bond. Your Plan Reviewer will contact you if a bond is needed.

How do I pay for my permit?

Payment is accepted via credit card over the phone (recommended) or checks via mail. Currently the City does not have an electronic payment processing system.

Preferred payment method – credit card over the phone:

Email SiteDevelopmentPlanSubmit@BeavertonOregon.gov and include: your permit number (or site address if you do not have the permit number), name and phone number. One of our Permit Technicians will call you to process your credit card over the phone.

Or you can mail a check:

Do not mail to City Hall's street address, as that causes a mail delay. Please write the permit number on the memo line and send to:

City of Beaverton

Attn: Site Development

CDD 4th Floor – Beaverton Bldg.

PO Box 4755

Beaverton, OR 97076

If you use a courier service, use our physical address. Please note the permit number on your document.

Delivery: FED EX or UPS

City of Beaverton

Attn: Site Development

Beaverton Bldg. 4th Floor

12725 SW Millikan Way

Beaverton, OR 97005

Or you can drop off your check in an envelope to City Hall by following these instructions:

A check can be dropped off at the front desk on the first floor of Beaverton City Hall. Please ensure your envelope is clearly labeled with the project number, if known, and addressed to Site Development and your contact person, if known. Checks should only be delivered to the City after the Permit Technician or Plan Reviewer has provided confirmation that the City can accept the check. **Please reference the permit number on your document.**

What is the review timeline?

After receiving the complete packet and the application fee, the typical review timeframe is five business days, but please allow up to two weeks, depending on the scope of work. The review timeframe may be extended if a bond is required. Click [here](#) for our Performance Bond FAQ page.

What is the status of my permit?

The City does not have an electronic permitting and tracking system. Contact Site Development at SiteDevelopmentPlanSubmit@BeavertonOregon.gov or call 503-350-4021 to ask for the status of a permit. You will need to provide the address or permit number. If you know who your Plan Reviewer is, please contact them directly.

If your permit number starts with a B, please inquire with the Building Division at BuildingPlanSubmit@BeavertonOregon.gov

What is the status of my inspection(s)?

If your permit was approved and you need to know the status of your inspection, go to our webpage: [Beaverton - Permit Inspections \(BeavertonOregon.gov\)](#). Type in your permit number to display the status.

The sewer line needs repaired. What do I need to do?

Right of Way Sewer Repair

If the sewer repair is within the City's public Right of Way (typically the back of sidewalk to street), a Facilities / Right of Way permit is required. You'll need to submit the following items:

[Application](#)

[Right of Way Restoration Cost Estimate Template](#)

Site Plan

Traffic Control Plan

Email your complete permit application packet to SiteDevelopmentPlanSubmit@BeavertonOregon.gov
Our Permit Technician will call you to obtain the Application Fee (\$103.50) via credit card over the phone.

Private Property Sewer Repair:

Privately owned (from the house to the sidewalk) sewer pipe repairs will require a Building Permit. You will need to check with the Building Division regarding plumbing or if other permits are required. You can email the Building Division at BuildingPlanSubmit@BeavertonOregon.gov

How do I look up my plat?

Click [here](#) to look up your plat map, which will show easements, on Washington County's website. Per code 5.05.116 no buildings or encroachments are permitted within public easements.

Is the property within City of Beaverton jurisdiction?

Go to our Maps Center, Jurisdiction Map and plug in the address. Click [here](#) for a direct link to the jurisdiction map.

Where are my utility connections?

You may look up your connections by selecting Utilities Viewer on our "[ArcGIS Online](#)" webpage. [Click here](#) for a direct link to the Utilities Map.

If you want to be provided with as-builts, you can submit a [records request](#) from Public Works.

We need to a revise previously approved Right of Way permit. Is this a revision or a new permit?

If your permit is still open and the cost estimate for Right of Way (ROW) restoration will not change by more than 10%, it can be processed as a revision to your existing permit. Please email the revised site plan, revised ROW restoration cost estimate, along with the permit number to SiteDevelopmentPlanSubmit@BeavertonOregon.gov. Do not include another application, as that triggers a new permit and fee.

What is required for a utility company to work in Beaverton's Right of Way (ROW)?

The ROW License and Registration process is managed by Public Works Operations Division. Click [here](#) for more information and to access the form for Utility Facilities in the Public ROW.

Additional Questions?

If you have any other question not covered in this FAQ, please submit your question to sitedevelopment@BeavertonOregon.gov. Help us provide excellent service by providing the property address, permit number if assigned, a brief description of the scope of work or issue, and any other relevant information.

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