

## GUIDELINES FOR SUBMITTAL- FRANCHISE UTILITY PERMIT

### Description

The Franchise Utility Permit is required for any work conducted by franchise utility companies or their hired contractors when this work is conducted in the public right-of-way or City-owned easements. Some examples of work requiring a Franchise Utility Permit include:

- New utility installation or utility removal
- Boring or trenching
- Aerial coax cable lashing
- Installation, replacement, or removal of street light poles
- New pedestal installation
- Any other work requiring temporary closure of portion of public right-of-way.

### Permit Application Requirements

To apply for a Franchise Utility Permit, an applicant must submit the following items:

- **A completed and signed Franchise Utility Permit Application Form & Checklist**
- One hard copy or one electronic (.pdf) copy of a complete set of construction drawings
  - Work in the public right-of-way or City-owned easements must meet City of Hillsboro [Design and Construction Standards](#)
  - The construction drawings must include the following information:
    - Measured distance from curb to utility
    - The street, sidewalk, right-of-way, and public utility easement drawn and differentiated from one another
    - Placement of new franchise utilities diagrammed in relation to City-owned utilities on the same drawing sheet
    - Proposed utility installation location versus existing utilities
      - Provide distance between new franchise utilities and existing public utilities
    - Anticipated construction schedule
    - Property address and project boundary with street names
  - The construction drawings shall be accompanied by a Traffic Control Plan (see [State of Oregon 2011 Temporary Traffic Control Handbook](#) for guidance)
- A copy of the certificate of insurance from the Licensed Contractor doing the work
  - (see an [Example Certificate of Insurance](#))

### Fees

The City currently does not charge a fee for Franchise Utility Permits.

### City Review and Issuance

Following submittal of the required materials listed above, City of Hillsboro permitting staff will review the application packet for completeness. Once determined complete, the review and issuance process takes approximately 10 business days.

#### Development Services & Permitting Center

Email [Permits@Hillsboro-Oregon.gov](mailto:Permits@Hillsboro-Oregon.gov) Phone 503-681-6153 Fax 503-681-5250 Web [Hillsboro-Oregon.gov/Permits](http://Hillsboro-Oregon.gov/Permits)

## **GUIDELINES FOR SUBMITTAL- FRANCHISE UTILITY PERMIT (CONTINUED)**

### *Inspections*

No less than 48 hours before the permitted work will begin, the applicant or their licensed contractor must schedule a pre-inspection with a City inspector to review the project work plan and ensure the project preparation and traffic control features have been correctly installed. No more than 48 hours after the permitted work has been completed, the applicant or their licensed contractor must schedule a post-construction inspection with a City inspector to ensure the work has been done in compliance with City Design & Construction Standards.

For further questions please contact:

#### **Community Development Department**

150 E Main Street, 4th Floor, Hillsboro, OR 97123

Phone 503-681-6153

[Permits@Hillsboro-Oregon.gov](mailto:Permits@Hillsboro-Oregon.gov)

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