



CITY OF West Linn

Public Works Permit Instructions

Inspection Request: westlinnoregon.gov/publicworks/engineering-inspection-request
Info: (503)722-5500 or cwl_rowpermits@westlinnoregon.gov

GENERAL

- A Public Works Permit is required prior to performing work in any public right-of-way or public utility easement areas.

APPLICATION PROCESS

- A Public Works Permit form must be completed and signed. Forms may be found online at westlinnoregon.gov/publicworks/public-works-permit or at the City Hall front counter. Forms and plans may be returned to the front counter at City Hall, or by email cwl_rowpermits@westlinnoregon.gov.
- Staff will arrange for permit payment once permit has been reviewed and approved. Payment can be made by check or credit card.
- A detailed plan of the proposed work must be included with the permit application; an 8.5"x11" or 11"x17" drawing is acceptable. Plans are not required to be drawn to scale for most minor projects, but must include dimensions, pipe connections/types, depths, traffic control, erosion control, and any other information required to understand and document the scope of work.
- Contractors must be actively licensed with the Oregon Construction Contractors Board, and have a current City Business License. Please see the City's Municipal Code for detailed requirements.
- Permit fees are set by resolution of the City Council and include a non-refundable fee and a refundable deposit (less charged inspection time). Please view the City's [Current Fee Schedule](#) for detailed information. If inspection and review time exceeds deposit amount, additional funds will be required.
- Streets that have been paved in the last two (2) years are under a street cut moratorium and must be approved by the City Engineer or designee.
- All approved street cuts require an additional deposit must be provided as a performance guarantee and the amount will be based on the size of the street cut. These funds are fully refundable upon satisfactory completion of street patching. Driveway approaches are assessed as a street cut deposit for the width of the approach due to typical damage caused to the street during removal of the existing approach/curb.

PROCESSING

- Permits are not approved over the counter and require 3-5 business days for processing of most permits. Complex projects may take longer for review. It is the applicants responsibility to ensure that all necessary information is provided on the site plan and permit application.
- Approved permits will be returned to applicant via method chosen on application form and will include standard conditions of approval which must be observed.

CONSTRUCTION

- Work may not start until plans are reviewed and stamped approved by the City.
- Work in the right-of-way is governed mainly by the City's Public Works Standards. Contractors are responsible for knowing and understanding sections of the code pertaining to work performed.
- Inspections must be requested before 7:00 A.M. on the day wanting inspection. 24 hour notice is required prior to starting work.
- Inspections are requested online: westlinnoregon.gov/publicworks/engineering-inspection-request
- Do NOT backfill, pour concrete, or place asphalt prior to receiving an approved inspection.



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CLOSE OUT AND REFUNDS

- A final inspection must be requested. Following a satisfactory final inspection, a refund of any remaining deposit funds will be refunded in the form of a check mailed to the payee of the permit.
- All work in the right-of-way is required to be warrantied by the installer for an 18 month. Failed improvements will require removal and replacement of the defective item(s) and a restart of the warranty period.