



Encroachment Permit

Dallas City Code Section 6.126

| | |
|-------------------|------------|
| Official Use Only | |
| Date Rec'd _____ | |
| File No. _____ | |
| Fee _____ | Paid _____ |

Applicant's Name

Date

Mailing

Phone

Email

Contractor

CCB#

Address

Phone

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Job Site

Approximate Start Date

Approximate End Date

Permanent Structure

Site Plan will be required

Description of work

Proof of Worker's Compensation (ORS 656)

Attached
On File
Exempt

Comprehensive General and Auto Liability

Attached
On File
Exempt

Total Valuation of Work

Permit Fee Schedule:

Non-Construction Items: \$30.00

Including materials storage within right-of-way, debris box, & temporary road or sidewalk closure

Construction Items: \$0 to \$1,500 valuation - \$55

\$1,500 to \$50,000 valuation - \$55 plus 3% over \$1500

Over \$50,000 valuation - \$1575 plus 2% value (over \$50,000)

1. Inspections may be requested by notifying the Public Works Department at 503.831.3578. Twenty-four (24) hours notice is required in order to schedule inspections.
2. Any person, firm, or corporation encroaching into the public right-of-way to do work, store materials, erect or place any structure is required to obtain an Encroachment Permit when such activity is covered under Dallas City Code Section 5.402.

I understand that this permit is revocable at any time when I am required to follow the conditions stated herein but do not. I agree to indemnify and hold harmless the City of Dallas against liabilities, judgments, costs, and expenses which may in any way accrue against said City in consequences of granting this permit.

Signature of Applicant/Contractor

Date

City of Dallas Employee Signature

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Dallas City Code Section 6.126

6.126 Encroachments Into Public Right-Of-Way

No person shall place, park, leave, deposit, or maintain any structure, barricade or other obstruction such as building material or merchandise, other than lawfully parking vehicles, on any public right-of-way for more than 72 hours without first obtaining a permit to encroach into public right-of-way at the property owner's risk and subject to the conditions of subsection (3) of this section.

Subsection (1) of this section shall not apply to the placement of construction or landscaping material in the right-of-way during the course of active construction or landscaping, provided that the person placing such material shall comply with section 6.125(3).

The City Manager or the City Manager's designee may issue a permit authorized under subsection (1) of this section, subject to the following conditions:

Proper plans and specifications for the proposed encroachment are submitted to the public works department.

The encroachment complies with the applicable codes of the City with regard to structural safety, traffic, sanitation, and fire safety requirements.

The request is evaluated in regard to any adverse effect on adjoining property.

There is no interference with the use of the public street for roadway, sidewalk, existing or proposed utilities, and other authorized uses.

The encroachment will be maintained in good order.

The permit shall be revocable by the city and, upon revocation, the owner or person responsible for the property must remove the encroachment at the owner or person's expense.

The owner will hold the City and all its officers harmless on account of the encroachment.

The fee for the permit authorized under this subsection shall be established by resolution of the Council.

5.402 Construction Permits

A person wanting to cut, dig up, break, disturb, or excavate a paved street, sidewalk, or curbing shall first file an application for a permit with the director of public works.

Unless a waiver is obtained from the city manager, the application shall be accompanied by a cash deposit in the sum of \$100 to protect the city from damage caused by the failure of the applicant properly to replace or repair an excavation or injury caused by the work for which the permit is granted.

The manager may require the applicant to provide to the city a bond in an amount determined by the manager. The bond shall be conditioned on the applicant complying with the terms and conditions of sections 5.400 to 5.406

**Please return completed form to: Public Works Dept.
187 SE Court Street
Dallas, OR 97338
503.831.3559
megan.johnson@dallasor.gov**