



CITY OF ASTORIA

# Utility Service Permit Application

City of Astoria – Engineering Division  
1095 Duane Street, Astoria, OR 97103  
Phone: 503-338-5173 | Fax: 503-338-6538  
Web: www.astoria.or.us

Permit Number: \_\_\_\_\_  
Application Date: \_\_\_\_\_  
Issued Date: \_\_\_\_\_  
Deposit Received: \_\_\_\_\_  
Balance Received: \_\_\_\_\_  
Permit Expiration: 90 Days from Issue

Application Fee: \$60.00 | Connection Fee Schedule: See Page 3

PROPERTY LOCATION	
Property location/address:	
Subdivision:	Lot no.:
Taxmap/taxlot no.:	
PROPERTY OWNER	
Name:	
Address:	
City/State/ZIP:	
Phone:	Email:
APPLICANT <span style="float: right;">Same as above <input type="checkbox"/></span>	
Business Name:	
Contact Name:	
Address:	
City/State/ZIP:	
Phone:	Email:
CONTRACTOR <span style="float: right;">Not Applicable <input type="checkbox"/></span>	
Name:	Phone:
Address:	
City/State/ZIP:	Email:
Oregon CCB #:	Astoria Bus. License #:
UTILITY SERVICE INFORMATION	
Is this new construction? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Construction: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial
Building Description: <input type="checkbox"/> Single Family House <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> Other _____	
Total Water Supply Fixture Units (WSFU):	
Existing water meter size, if applicable:	
Type of service requested, mark all that apply: <input type="checkbox"/> Water <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Storm Drainage	
<b>WATER</b>	New Service & Meter: <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1-1/2" and Larger, specify size _____ Drop-in Fee: <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1-1/2" and Larger, specify size _____ Meter Reduction: <input type="checkbox"/> 1" to 5/8" x 3/4" <input type="checkbox"/> Other, specify reduction sizes _____
<b>SEWER</b>	Sanitary sewer lateral size: Connection location: <input type="checkbox"/> Lateral, on property <input type="checkbox"/> Sanitary sewer main <input type="checkbox"/> Structure
<b>STORM</b>	Storm drain lateral size: Connection location: <input type="checkbox"/> Through curb <input type="checkbox"/> Storm drain main <input type="checkbox"/> Structure <input type="checkbox"/> Natural Drainage
See Page 3 for Water, Sanitary Sewer & Storm Drain Application/Connection Fees	



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Applicant must provide sketch showing the location of proposed utility services, water meter, driveway, sidewalk, house, streets, property lines and adjacent structures:

CITY STAFF USE ONLY					
City utility map number (include copy):			Building Permit #:		
Total Water Supply Fixture Units (WSFU):			Minimum Water Meter Size (Appendix A):		
Distance from water main to meter:			Size of water main:		
Static pressure (at nearest hydrant):		(psi)	Hydrant flow at 20 psi		(gpm)
Is work required on the water main to provide service? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Estimate required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Operations estimate cost (attach work est. form): \$		Date:	
Deposit required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Deposit due prior to Work Order: \$			
Routing (Water)			Distribution (Water)		
_____ Engineering (required size) _____ Operations (estimate) _____ Engineering (approved & call applicant) _____ Community Development* <small>(*Only for Additional Meters for Residential)</small>			_____ Meter Record Form w/Copy of Approved Application _____ Copy of Approved Application to Finance _____ Operations (Work Order) _____ Engineering (File As-built)		
After Installation: Actual Cost \$ _____		Revised Invoice to Owner _____ (Incl. \$60 Application Fee)			
Installation Inspection					
Water	Connection:	Date	Sewer	Connection:	Date
	Sub-grade:	Date		Sub-grade:	Date
	Resurfacing:	Date		Resurfacing:	Date
Storm	Connection:	Date	Storm	Connection:	Date
	Sub-grade:	Date		Sub-grade:	Date
	Resurfacing:	Date		Resurfacing:	Date



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UTILITY SERVICE FEE SCHEDULE			
<b>WATER</b>	<b>Service Line &amp; Water Meter</b>		
	5/8" x 3/4" Service & Meter	\$2,687.10	
	1" City Service & Meter	\$2,964.33	
	1-1/2" and Larger Service & Meter	Estimate Required	
	Meters (any size) more than 50 ft. from water main	Estimate Required	
	<b>Water Meter Drop-in &amp; Water Meter Reduction</b>		
	5/8" x 3/4" Drop-in	\$390.31	
	1" Drop-in	\$493.90	
	1-1/2" and Larger Drop-in	Installation Cost + \$795.62	
	1" to 5/8" x 3/4" Reduction	\$159.95	
	Larger Meter Reduction	Estimate Required	
	An advance deposit of the estimated cost for labor, materials and administration will be required prior to installation of meters greater than 1" in size, or meters that are more than 50 feet from the water main.		
	<b>SEWER</b>	<b>Size of Water Meter</b>	<b>Connection Charge</b>
5/8" x 3/4"		\$851.29	
1"		\$1,695.17	
1-1/2"		\$2,419.32	
2"		\$3,882.73	
3"		\$7,996.87	
4"		\$11,140.56	
6"		\$22,161.55	
8"		\$39,096.35	
10"		\$50,654.71	
Larger than 10"		Determined by City Council	
<b>STORM</b>	<b>Lot/Parcel Area</b>	<b>Connection Charge</b>	
	Up to 5,000 square feet	\$533.15	
	Greater than 5,000 square feet	\$533.15 + \$0.10 per square foot beyond 5,000 square feet	

UTILITY FEE WORKSHEET – CITY STAFF USE ONLY	
Application Fee:	\$60.00
Water Fee:	\$
Sewer Fee:	\$
Storm Fee:	\$
<b>Total Utility Fee:</b>	<b>\$</b>

## GENERAL CONDITIONS

1. Water service requirements are detailed in the most current version of the City of Astoria Resolution Establishing Rules, Regulations, Rate Charges and Conditions for Water Service (Water Resolution).
2. Utility construction in the public right-of-way shall be completed by a Contractor that is licensed and bonded in the State of Oregon.
3. Meter and service size must meet the minimum requirements of the Water Resolution. Actual line size needed may be greater than the minimum depending on number of fixtures, elevation of fixtures, water main pressure and other factors. Determining the line and meter size for non-standard installations is the responsibility of the owner, and should be determined by an engineer. Owner is required to obtain a plumbing permit for work outside the public right-of-way.



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## GENERAL CONDITIONS, *Continued*

4. Sewer and storm service requirements are detail in the most current version of the City of Astoria Resolution Establishing Rules, Regulations, Rate Charges and Conditions for Sewer Service (Sewer Resolution).
5. No unauthorized person shall uncover, or make any connections to a utility without first obtaining a written permit from the City.
6. The applicant for the building sewer permit shall notify the Engineering Division office when the sewer is ready for inspection and connection to the public system. The connection shall be inspected by the City Engineer, or his representative, prior to backfilling. Inspections are required at time of connection to the City's main and also before and after sidewalk and pavement restoration in the City Right-of-Way. Call the Engineering Division office at 503-338-5173 at least 24 hrs. in advance to schedule an inspection.
7. Utility service connections and restoration details shall be completed according to the City of Astoria Standard Details. Contact the Engineering Division office to obtain a copy of the Standard Details.
8. Contractor shall provide erosion and sediment control to prevent sediment laden runoff from entering the City's storm drain system or adjacent properties during construction.
9. Contractor shall have sufficient experience, personnel and equipment for the type and scope of work to be performed and shall hold current Oregon contractor's license. The City of Astoria reserves the right to require proof of experience and refuse to allow a Contractor with insufficient qualifications to work in the right-of-way.
10. The Contractor agrees to defend, indemnify and hold harmless the City, its agents, officers, elected officials and employees from and against all claims, demands and judgments (including attorney fees) made or recovered against them including, but not limited to, damages to real or tangible property or for bodily injury or death to any person, arising out of, or in connection with this Permit, to the extent such damage, injury or death is caused or sustained in connection with the negligent performance or willful misconduct of Contractor, or its employees, agents or subcontractors.
11. Contractor shall at all times, while performing work associated with this permit, carry a Commercial General Liability insurance policy for at least \$1,000,000 combined single limit per occurrence and at least \$2,000,000 in the aggregate per project, for Bodily Injury, Property Damage, and Personal Injury. This insurance must be primary to and non-contributory with any insurance, including any self-insurance or retentions carried by the City. Proof of insurance may be requested, including policy endorsement for the City of Astoria, as required by the City Engineer.
12. This permit grants no rights to trespass on adjacent property and in no way relieves the Owner and Contractor from their liability for any damages caused by their act of grading or subsequent failure of the inspection by the City. Any materials deposited on City streets or walks shall be promptly removed.
13. Permit is only valid 90 days from the date of issuance. If an extension is required, please contact the Engineering Division office at 503-338-5173.

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Property Owner Signature

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Date

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Engineering Division Approval

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Date