



CITY OF ASTORIA

Utility Service Permit Application

City of Astoria – Engineering Division
 1095 Duane Street, Astoria, OR 97103
 Email: engpermits@astoria.or.us
 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 Same as above <input type="checkbox"/>	
Business Name:	
Contact Name:	
Address:	
City/State/ZIP:	
Phone:	Email:
CONTRACTOR Not Applicable <input type="checkbox"/>	
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 _____	
Existing Water Supply Fixture Units (WSFU):	
Proposed Additional Water Supply Fixture Units (WSFU):	
Type of service requested, mark all that apply: <input type="checkbox"/> Water <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Storm Drainage <input type="checkbox"/> Fire Suppression System	
WATER (See Water Resolution)	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 3/4" <input type="checkbox"/> Other, specify reduction sizes _____
SEWER (See Sewer Resolution)	Sanitary sewer lateral size: Connection location: <input type="checkbox"/> Lateral, on property <input type="checkbox"/> Sanitary sewer main <input type="checkbox"/> Structure
STORM	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								
Related Building Permit #s:								
City utility map number (include copy):			Current Water Meter Size:					
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		Est. Requested Date:		Est. Received Date: Attach to Application				
Deposit required? <input type="checkbox"/> Yes <input type="checkbox"/> No		COMPLETE FEE WORKSHEET ON PAGE 3						
Routing (Water)			Distribution (Water)					
_____ Engineering (required size)			_____ Meter Record Form w/Copy of Approved Application					
_____ Operations (estimate)			_____ Copy of Approved Application to Finance					
_____ Engineering (approved & call applicant)			_____ Operations (Work Order)					
_____ Community Development*			_____ Engineering (File As-built)					
(*Only for Additional Meters for Residential)			_____ Revised Invoice to Owner					
Installation Inspection								
Water	Connection:	Date	Sewer	Connection:	Date	Storm	Connection:	Date
	Sub-grade:	Date		Sub-grade:	Date		Sub-grade:	Date
	Resurfacing:	Date		Resurfacing:	Date		Resurfacing:	Date



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UTILITY SERVICE FEE SCHEDULE	
WATER (See Water Resolution)	Service Line & Water Meter
	3/4" Service & Meter
	1" City Service & Meter
	1-1/2" and Larger Service & Meter
	Meters (any size) more than 50 ft. from water main
	Water Meter Drop-in & Water Meter Reduction
	3/4" Drop-in
	1" Drop-in
	1-1/2" and Larger Drop-in
	Larger Meter Reduction
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.	
SEWER (See Sewer Resolution)	Size of Water Meter
	5/8" x 3/4"
	1"
	1-1/2"
	2"
	3"
	4"
	6"
	8"
	10"
Larger than 10"	
STORM (See Sewer Resolution)	Lot/Parcel Area
	Up to 5,000 square feet
	Greater than 5,000 square feet

UTILITY FEE WORKSHEET – CITY STAFF USE ONLY				
TYPE	ESTIMATE	DEPOSIT AMOUNT	FINAL COST	REMAINING BALANCE
Application Fee	\$ 60.00	\$ 60.00	\$ 0.00	\$ 0.00
Water Fee	\$	\$	\$	\$
Sewer Fee	\$	\$	\$	\$
Storm Fee	\$	\$	\$	\$
Total Utility Fee	\$	\$	\$	\$

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.

Property Owner Signature

Date

Engineering Division Approval

Date