

CITY OF HILLSBORO

ProjectDox – OAS (Online Application System)

Permit Types

- General Right-of-Way (ROW) Permit
- Franchise Utility Permit (FUP)

Log into OAS System

- Link to ProjectDox – OAS is
 - Eplans.Hillsboro-Oregon.gov/projectdox
- E-mail Address
 - This is the email that will be associated with all your projects.
- Password
 - The password must be a minimum of 8 characters and contain:
 - 1 Capital Letter
 - 1 Small Letter
 - 1 Number Character
 - 1 Special Character (!, @, #, \$, %, etc)
 - Forgot Password
 - Follow the directions that are given after you click on “Forgot Password.”
 - You will need access to your email because the system will send you a temporary password and link.

Screen Layout Once Signed-In



Start New Application Request ?

→ To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: * ?

Name: *

[Start Application Process](#)

Current Projects Refresh

PROJECT	STATUS	ACTION
Washington County	In Review	Applicant Upload Task
PIP18-00000	Applicant Upload	Applicant Upload Task
CAP19-0001	Applicant Upload	Applicant Upload Task
SC19-1160	Applicant Upload	Applicant Upload Task
SC19-2181	Applicant Upload	Applicant Upload Task

1 - 5 of 50 records

You have more than 50 projects, to view all your projects, click the button below.

[View All Projects](#)

Saved Applications ? Filter By Type: All

REQUEST NUMBER	NAME	TYPE	STARTED ON	UPDATED ON	ACTION
ROW-2251	Street Tree Removal and Installation	Right-of-Way or Franchise Utility Permit	08/29/2019	08/29/2019	↶ 📄 ✕
ROW-2213	Sidewalk Repair	Right-of-Way or Franchise Utility Permit	08/22/2019	08/29/2019	↶ 📄 ✕
ROW-2205	Sanitary Sewer Tap	Right-of-Way or Franchise Utility Permit	08/20/2019	08/29/2019	↶ 📄 ✕
ROW-2204	New Service Installation	Right-of-Way or Franchise Utility Permit	08/19/2019	08/29/2019	↶ 📄 ✕
SWF19-2194	Storm sewer repair	Small Cell	08/05/2019	08/29/2019	↶ 📄 ✕

1 - 5 of 7 records

Start New Application Request

Start New Application Request ?

→ To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: * Select Request Type ?

Name: *

- Select Request Type
- Application Amendment
- Building Department Existing Permit Deferred Submittal
- Building Department Large Project
- Building Department Revision
- Fire Alarm-Suppression
- Right-of-Way or Franchise Utility Permit
- Small Cell

Building Department

- Application Amendment
- Building Department Existing Permit Deferred Submittal
- Building Department Large Project
- Building Department Revision
- Fire Alarm-Suppression

Public Works

- Right-of-Way or Franchise Utility Permit
- Small Cell

Right-of-Way or Franchise Utility Permit

- If you are doing any work within the public right-of-way or franchise utility work, please select the permit “Type” as “Right-of-Way or Franchise Utility Permit.”
- Name: This is the Project Name that will be associated with the permit.
- Click on “Start Application Process.”

Start New Application Request ?

→ To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: * Right-of-Way or Franchise Utility Permit ?

Name: * Test Example 8.20.19 A

Start Application Process

Terms and Conditions

- The general Terms and Conditions are the same for any permit type that you choose.
- Please review carefully.
- Once you have read the conditions, please check the box at the bottom and click on "Accept & Start New Application."
- Note: back to My Home Page will take you back to screen layouts as shown in Slide 4

Terms And Conditions ?

20, 2019

In the event of termination, you are no longer authorized to access the Site, and the City will use all information you have provided to the City for any purpose.

-CONTENT-
The City has the right to monitor the content that you provide, but is not obligated to do so. The City reserves the right to remove any content that is in violation of applicable laws and international conventions protect the contents of the Site. You agree to abide by all copyright laws.

-TIMELINESS-
The City has the right to expire, close or terminate any account that has not been used, or had activity for a period of 12 months. The City reserves the right to take action with corrections, and plan approvals. Plan review requirement responses must be made using the system within the specified time frame.

-INDEMNITY-
You agree to defend, indemnify, and hold harmless the City and its employees ("Indemnified Parties") from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees and costs. You agree to cooperate as fully as may be required to defend, settle, or resolve any such claim. You shall not settle any matter without the written consent of the City.

-DISCLAIMER OF WARRANTY-
You expressly acknowledge, understand and agree that your use of the Site, or any material available on the Site, is provided "as is" and "as available" without any warranty of any kind, including the results that may be obtained from the use of the Site. The content and function of the Site are provided without any warranty of any kind, including the results that may be obtained from the use of the Site.

-LIMITATION OF LIABILITY-
In no event will the City or its employees be liable for any incidental, indirect, special, punitive, exemplary, or consequential damages, including but not limited to, lost profits, lost data, or lost time, even if the City or its employees have been advised of the possibility of such damages. This limitation shall apply to all claims, damages, losses, and expenses, including reasonable attorneys' fees and costs.

-SITE MAINTENANCE-
The City has the right to perform periodic maintenance on the Site, which maintenance may cause the Site to be unavailable for a period of time.

-MODIFICATION OF THE AGREEMENT-
The City maintains the right to modify these Terms and Conditions of Use and may do so by posting a notice of modification on the Site.

I have read, understand, and agree to the above terms and conditions

[Accept & Start My Application](#) [Back To My Home Page](#)

General Right-of-Way (RoW) and Franchise Utility Permit (FUP) Application

- Step 1 – 4 are standard information that is to be provided by the applicant. This information is for both RoW and FUP.
- We will now go through the first four steps.

+ Step 1 - Applicant/Project Contact Information	INCOMPLETE
+ Step 2 - Contractor (optional)	
+ Step 3 - Job Site Information and Location	INCOMPLETE
+ Step 4 - Description of Work	INCOMPLETE

Step 1 – Applicant/Project Contact Information

- Applicant is current user checkbox
 - You can use this if you are going to be the PDox manager (uploading documents). By checking this box, all information will be populated based on your Profile. If your Profile is incomplete, you may want to go back in and populate all the information, so it will show up on here when you check the box.
- All information is required (*)

– Step 1 - Applicant/Project Contact Information

Applicant is current user.

Business Name

First Name *
ⓘ This is the individual responsible for uploading files and responding to correction requests

Last Name *

Address *

City *

State *

Zip Code *

Email Address *

Phone Number *

Step 2 – Contractor (optional)

- You must select one of the following. Based on your selection, sub-forms will appear for you to complete.
- Licensed Contractor is someone you are hiring to do your work for you.
- Contractor to be Determined – please contact the City as soon as you determine a contractor so we can update your records.
- Owner Performing Work - property owner will be performing their own work.

The screenshot shows a web form with a grey header bar containing the text '- Step 2 - Contractor (optional)'. Below the header, the text 'Please Select an Option' is followed by three radio button options: 'Licensed Contractor', 'Contractor To Be Determined', and 'Owner Performing Work'. The 'Owner Performing Work' option is currently selected, indicated by a filled radio button.

Step 2a – Licensed Contractor

- Type in the contractor CCB # and click “Lookup.”
 - This will auto populate all information from the State CCB website.
 - You can change information if the person’s contact information for the contractor is different than the website.

– Step 2 - Contractor

Please Select an Option Licensed Contractor
 Contractor To Be Determined
 Owner Performing Work

Enter CCB License number and click on 'Lookup' button. The contractor information fields will populate. You may update the fields, if needed.

CCB License *

Business Name *

First Name

Last Name

Address *

State * <select a state> ▼

Zip *

Phone


Email


Step 3 – Job Site Information and Location

- Populate this field with the address you will be working on or by.
- Please format the address as shown in the example.
- If you do not know an address, you can click on “[Hillsboro Maps](#)” and do a search in that system. Once you find it, come back and populate the information.

– Step 3 - Job Site Information and Location

Nearest Address *

 Enter the nearest address available

 Retrieve address from [Hillsboro Maps](#)

Step 4 – Description of Work

- Construction start and end date are both date fields. You can select a date by clicking in the box and selecting from a calendar.
- Estimated Number of Days for Construction is the actual days you plan on doing the work.
- A full street closure will require additional review by the Transportation Review group.
- Description of Work – provide a detailed description of what type of work you will be performing.

- Step 4 - Description of Work

Project Name *


Construction Start Date *

Construction End Date *

Estimated Number of Days for Construction *

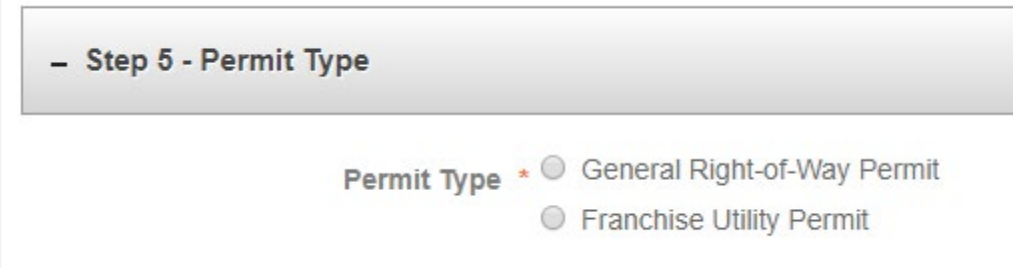
Street Closure? * Yes
 No

Description of Work *

 Provide a detailed scope of work

Step 5 – Permit Type

- All previous information can be used for either permit type. By selecting a permit type, the system will display additional fields to populate.
- If you select Right-of-Way Permit, continue to Step 5A.
- If you select Franchise Utility Permit, continue to Step 5B, Page 18



– Step 5 - Permit Type

Permit Type * General Right-of-Way Permit
 Franchise Utility Permit

Step 5A – General Right-of-Way Permit

– Step 5 - Permit Type

Permit Type * General Right-of-Way Permit
 Franchise Utility Permit

This application is for: * POD, Shipping, or Storage Container Placement
 Sidewalk Construction or Repair
 Driveway Approach Installation, Repair, or Replacement
 Street Tree Installation or Removal
 Fire Service or Water Tap
 Sanitary Sewer Tap or Disconnection
 Storm Sewer Tap or Disconnection
 Other

 For Sanitary Sewer, Storm Sewer, or Street Tree Installation, an inspection must be scheduled prior to backfilling

This field is not optional.

- If you select “Street Tree Installation or Removal,” additional fields will populate at the bottom. *Skip to step 6a on next page for Street Tree Installation and Removal example.*

Step 5A.1 – Street Tree Removal

- By selecting Removal – three extra fields will appear.
- Input the total number of total trees you will be removing under this permit.
- Specify the type of trees that are being removed. If unknown, please provide a description or type “unknown.”
- Specify the reason for the removal (ex: broken sidewalk, tree is dead, etc.)

Street Tree Type * Removal
 Installation

How many trees are being removed? *

What are the species of trees (if known)?

Purpose of removal? *

Step 5A.2 – Street Tree Installation

- Specify the number of trees you are planting and the type.
- There are also hyperlinks to see our approved list of street trees.
- Each street tree must have a root barrier. The hyperlink will provide you the detail on how to install the tree properly.
- Note – you must have an inspection prior to burying the tree and root barrier.

Street Tree Type * Removal
 Installation

How many trees are you planting? *

What are the species of trees? *

[i](#) Required to be on the City of Hillsboro's approved [Street Tree List](#)

[i](#) I understand planting street trees requires the installation of [Root Barriers](#)

[i](#) Schedule inspection prior to backfilling

Step 5B – Franchise Utility Permit

- Step 5 - Permit Type

Permit Type * General Right-of-Way Permit
 Franchise Utility Permit

Franchise Company *

- When you select Franchise Utility Permit, a new field appears called Franchise Company. Please specify the company this franchise utility work is being conducted for.

Acknowledgement

- Acknowledgement

- The above request does not violate any recorded deed restrictions that may be attached to or imposed upon the subject property.
- If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- All the above statements and the statements in any plot plan, attachments, and exhibits transmitted herewith, are true; and the applicants to acknowledge that any permit issued, based on this application, may be revoked if it is found that that any such statements are false.
- The applicant has read the entire contents of this application, including the policies and criteria, and understands the requirements for approving or denying the application.
- I have read and reviewed the [Guidance Document](#)

- Please read and check all boxes in this area. All boxes must be checked in order to submit your application.

Signature and Fees

- Signature and Fees

I hereby declare that I have read and understood the above, and the information contained in this application and other documentation is true and correct to the best of

I understand there will be a non-refundable \$20.00 deposit at the time of application submission.

Applicant: Alfreda Amyotte

Signature date: 2019-08-22 9:01 AM

Save & Calculate Administrative Fees

Save for Later

Submit Request

Saved Applications

- If you saved an application, you can find it by clicking on “home” and looking towards bottom of screen.

Hillsboro ProjectDox DEV

Start New Application Request

Current Projects

PROJECT	STATUS	ACTION
Washington County	In Review	Applicant Upload Task
RP218-0000	Applicant Upload	Applicant Upload Task
CA218-0001	Applicant Upload	Applicant Upload Task
SC19-1160	Applicant Upload	Applicant Upload Task
SC19-2181	Applicant Upload	Applicant Upload Task

1 - 5 of 50 records

View All Projects

Saved Applications ?

REQUEST NUMBER	NAME	TYPE	STARTED ON	UPDATED ON	ACTION
ROW-2205	Test Example 8.20.19 A	Right-of-Way or Franchise Utility Permit	08/20/2019	08/22/2019	↶ 📄 ✕
ROW-2204	test street tree	Right-of-Way or Franchise Utility Permit	08/19/2019	08/19/2019	↶ 📄 ✕
SWF19-2194	test	Small Cell	08/05/2019	08/05/2019	↶ 📄 ✕
SWF19-2193	Training for peeps 02	Small Cell	08/05/2019	08/05/2019	↶ 📄 ✕
SWF19-2185	Accela Field Research	Small Cell	07/22/2019	07/22/2019	↶ 📄 ✕

1 - 5 of 5 records

REQUEST NUMBER	NAME	TYPE	STARTED ON	UPDATED ON	ACTION
ROW-2205	Test Example 8.20.19 A	Right-of-Way or Franchise Utility Permit	08/20/2019	08/22/2019	↶ 📄 ✕
ROW-2204	test street tree	Right-of-Way or Franchise Utility Permit	08/19/2019	08/19/2019	↶ 📄 ✕
SWF19-2194	test	Small Cell	08/05/2019	08/05/2019	↶ 📄 ✕
SWF19-2193	Training for peeps 02	Small Cell	08/05/2019	08/05/2019	↶ 📄 ✕
SWF19-2185	Accela Field Research	Small Cell	07/22/2019	07/22/2019	↶ 📄 ✕

1 - 5 of 5 records

- 3 Action icons to right are:
 - Edit – you can make changes to your application prior to submitting
 - Copy – you can clone your application if you are submitting more than one form
 - Delete – remove application before submittal

ACTION

↶ 📄 ✕

↶ 📄 ✕

↶ 📄 ✕

↶ 📄 ✕

↶ 📄 ✕

Current Projects

- This shows all your current projects that you have access to.
- If you are not submitting a new application, you would go to this area and click “View All Projects.”

Current Projects			Refresh
PROJECT	STATUS	ACTION	
Washington County	In Review	Applicant Upload Task	
PIP18-00000	Applicant Upload	Applicant Upload Task	
CAP19-0001	Applicant Upload	Applicant Upload Task	
SC19-1160	Applicant Upload	Applicant Upload Task	
SC19-2181	Applicant Upload	Applicant Upload Task	

1 - 5 of 50 records

You have more than 50 projects, to view all your projects, click the button below.

[View All Projects](#)

Complete vs Incomplete information

- Incomplete form – next to each step on the right is notification if the step is complete or incomplete. The permit will not process if any of the required field are missing information.
- If you have any incomplete steps, click on the step and go back and populate the information.

+ Submitter	COMPLETE
+ Step 1 - Applicant/Project Contact Information	COMPLETE
+ Step 2 - Contractor (optional)	
+ Step 3 - Job Site Information and Location	COMPLETE
+ Step 4 - Description of Work	INCOMPLETE
+ Step 5 - Permit Type	COMPLETE
+ Acknowledgement	COMPLETE
+ Signature and Fees	COMPLETE