



Permit of Entry Application Process

City of Hillsboro Property and Facility

Contractors and vendors (Applicant) requesting site access to City of Hillsboro properties and facilities should request a Permit of Entry when such site access is not covered under a written contract. A Permit of Entry is issued by the Public Works Department, Facilities & Fleet Division.

1. Applicants should request a Permit of Entry from hillsborotenantreq@hillsboro-oregon.gov or from the City of Hillsboro Community Development [Forms and Applications webpage](#).
2. Applicant shall complete form and submit with current insurance certificate with endorsement matching City of Hillsboro required coverage to the email address in Step 1.
3. Applications are reviewed by the Facilities & Fleet Administrative team and signed by the Facilities & Fleet Division Manager, if no corrections or clarification are needed.
4. Approved permit will be emailed to the applicant. Insurance is required to remain current through the duration of the project.

Public Works Department

Mail: 4415 NE 30th Ave, Hillsboro, Oregon 97124 Phone: 503-681-6400