



Utility Service Application Water / Sewer / Storm

Engineering Division
1095 Duane Street
Astoria, OR 97103
Email: engpermits@astoria.gov
Phone: 503-338-5173
Web: www.astoria.gov

STAFF USE ONLY

Permit Number:	
Application Date:	
Accepted Date:	
App Fee Received:	
Issued Date:	
Deposit Received:	
Balance Received:	

Application Fee: \$60.00 | **Must be Signed by Property Owner on Page 4**

PROPERTY LOCATION

Location/Address:

Zoning: ☐ Non-Residential ☐ Residential

Tax Map/Lot no.:

PROPERTY OWNER(S)

Name(s):

Address:

City/State/ZIP:

Phone:

Email:

APPLICANT

Same as above ☐

Business Name:

Contact Name:

Phone:

Address:

City/State/ZIP:

Astoria Business License no.:

Email:

CCB no.:

CONTRACTOR

Same as above ☐

Name:

Phone:

Address:

City/State/ZIP:

Astoria Business License no.:

Email:

CCB no.:

UTILITY SERVICE INFORMATION

New Construction? ☐ Yes ☐ No

Type of Construction: ☐ Commercial ☐ Residential

Building Description: ☐ Single Family House ☐ Duplex ☐ Triplex ☐ Other:

MARK EACH TYPE OF SERVICE REQUESTED: ☐ Fire Suppression ☐ Water ☐ Sanitary Sewer ☐ Storm Drainage

FIRE

For fire suppression, fire flow demand (GPM):

WATER

(See [Water Resolution](#) – Appendix A)
Water Supply Fixture Unit (WSFU) worksheet available on City's [Forms & Permits](#) webpage

Existing WSFU:

Proposed WSFU:

I am requesting:

☐ New Meter & Service: ☐ 3/4" ☐ 1" ☐ 1.5" and Larger, specify size: _____
☐ Meter Drop-in: ☐ 3/4" ☐ 1" ☐ 1.5" and Larger, specify size: _____
☐ Meter Reduction: ☐ 1" to 3/4" ☐ Other: _____

SEWER

(See [Sewer Resolution](#))

Sanitary sewer lateral size: ☐ 4" ☐ 6" ☐ Other: _____

Connection location: ☐ Lateral, on property ☐ Sanitary sewer main ☐ Structure

STORM

(See [Sewer Resolution](#))

Storm drain lateral size: ☐ 4" ☐ 6" ☐ Other: _____

Connection location: ☐ Through curb ☐ Storm drain main ☐ Structure ☐ Natural drainage

See Page 3 for Water, Sanitary Sewer & Storm Drain Connection Fees



Utility Service Application

Page 2 of 4

Updated 07/16/2026

Provide a sketch showing the location of proposed water meter, water service line, sanitary sewer, storm drainage, driveway, sidewalk, house, streets, property lines and adjacent structures; **this is not required for water upsizing only**. Plans should meet the requirements of the Engineering Design Standards, Water Resolution, Sewer Resolution, etc.

CITY STAFF USE ONLY

Building Permit nos.:

City Utility Map nos. (include copy):

WATER INFORMATION	Current Water Meter Size:		New 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? ☐ Yes ☐ No				
Estimate required? ☐ Yes ☐ No		Est. Requested Date:		Est. Received Date: <i>Attach to Application</i>
Deposit required? ☐ Yes ☐ No		COMPLETE FEE WORKSHEET ON PAGE 3		

ROUTING (WATER ONLY)		DISTRIBUTION (WATER ONLY)			
☐ Engineering (required size)		☐ Email Approved Application to Internal Operations Manager & Assistant			
☐ Operations (estimate)		☐ Email Approved Application to Utility Clerk			
☐ Engineering (approved & call applicant)		☐ Operations (Work Order) ☐ Operations (Installation Complete)			
		☐ Engineering (File As-built)			
		☐ Balance Due 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



Utility Service Application

Page 3 of 4

Updated 07/16/2026

UTILITY SERVICE FEE SCHEDULE

Application Fee: \$60.00

WATER (See Water Resolution)	Service Line & Water Meter	
	3/4" Meter & Service (< 50 ft. from Water Main)	\$7,660.21
	1" Meter & Service	\$7,679.54
	1.5" or Larger Meter & Service	Estimate & Deposit Required*
	Meters ≥ 50 ft. from Water Main	Estimate & Deposit Required*
	<i>*An advance 50% 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.</i>	
	Water Meter Drop-in	
	3/4" Drop-in	\$485.74
	1" Drop-in	\$506.58
	1.5" or Larger Drop-in	Estimate Required
	Water Meter Reduction	
	1" to 3/4" Reduction	\$485.74
	Larger Meter Reduction	Estimate Required
SEWER (See Sewer Resolution)	Sanitary Sewer	Connection Charge
	4" Sanitary Sewer Lateral	\$193.00
	6" Sanitary Sewer Lateral and Larger	\$303.00
STORM (See Sewer Resolution)	Storm Drainage	Connection Charge
	Residential Zoning	\$193.00
	Non-Residential Zoning	\$303.00
	Stormwater Management Plan Review	Actual Cost

UTILITY FEE WORKSHEET – CITY STAFF USE ONLY

Application Fee	\$ 60.00	
Water Fee	\$	
Sewer Fee	\$	
Storm Fee	\$	
Total Utility Fee	\$	

GENERAL CONDITIONS

1. Approved application is only valid 90 days from the date of issuance.
2. For water meter and/or service line estimates from Public Works Operations, a 50% deposit based on the estimate total will be required prior to issuance of a Utility Service Application; a balance due invoice for the actual cost of work will be sent to the property owner and/or applicant.
3. No unauthorized person shall uncover or make any connections to a utility without first obtaining a written permit from the City.
4. Utility service connections and restoration details shall be completed according to the City of Astoria [Design Standards](#) and [Standard Details](#); a copy may be obtained by calling 503-338-5173.
5. 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](#)).
6. Sewer and storm service requirements details are in the most current version of the City of Astoria Resolution Establishing Rules, Regulations, Rate Charges and Conditions for Sewer Service ([Sewer Resolution](#)).
7. Utility construction in the public right-of-way shall be completed by a Contractor that is licensed and bonded in the State of Oregon. 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.



Utility Service Application

Page 4 of 4

Updated 07/16/2026

GENERAL CONDITIONS, *Continued*

8. 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.
9. 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.
10. 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 hours in advance to schedule an inspection.
11. 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.
12. 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. The property owner acknowledges that this requirement has been met by signing the application below. Proof of insurance may be requested, including policy endorsement for the City of Astoria, as required by the City Engineer.
13. 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 to request inspection by the City. Materials deposited on City streets or walks shall be promptly removed.
14. Oregon law requires you to follow rules adopted by the [Oregon Utility Notification Center](#). Those rules are set forth in OAR 952-001-0010 through 952-001-0090. You may obtain copies of the rules by calling the Center at 503-232-1987.

Property Owner Signature/Authorization

Date Signed

Engineering Division Approval

Date Signed