



# 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

<b>FIRE</b>	For fire suppression, fire flow demand (GPM):	
<b>WATER</b> <small>(See <a href="#">Water Resolution</a> – Appendix A) Water Supply Fixture Unit (WSFU) worksheet available on City's <a href="#">Forms &amp; Permits</a> webpage</small>	<b>Existing WSFU:</b>	
	<b>Proposed WSFU:</b>	
	I am requesting: <input type="checkbox"/> New Meter & Service: <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1.5" and Larger, specify size: _____ <input type="checkbox"/> Meter Drop-in: <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1.5" and Larger, specify size: _____ <input type="checkbox"/> Meter Reduction: <input type="checkbox"/> 1" to 3/4" <input type="checkbox"/> Other: _____	
<b>SEWER</b> <small>(See <a href="#">Sewer Resolution</a>)</small>	Sanitary sewer lateral size: <input type="checkbox"/> 4" <input type="checkbox"/> 6" <input type="checkbox"/> Other: _____	
	Connection location: <input type="checkbox"/> Lateral, on property <input type="checkbox"/> Sanitary sewer main <input type="checkbox"/> Structure	
<b>STORM</b> <small>(See <a href="#">Sewer Resolution</a>)</small>	Storm drain lateral size: <input type="checkbox"/> 4" <input type="checkbox"/> 6" <input type="checkbox"/> Other: _____	
	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 Connection Fees**



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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):			
<b>WATER INFORMATION</b>	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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Estimate required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Est. Requested Date:	Est. Received Date:	<i>Attach to Application</i>
Deposit required? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>COMPLETE FEE WORKSHEET ON PAGE 3</b>		

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		Sewer		Storm
	Connection:      Date		Connection:      Date		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		
Application Fee: \$60.00		
<b>WATER</b> (See <a href="#">Water Resolution</a> )	<b>Service Line &amp; Water Meter</b>	
	3/4" Meter & Service (< 50 ft. from Water Main)	\$7,365.59
	1" Meter & Service	\$7,384.17
	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>	
	<b>Water Meter Drop-in</b>	
	3/4" Drop-in	\$467.06
	1" Drop-in	\$487.10
	1.5" or Larger Drop-in	Estimate Required
	<b>Water Meter Reduction</b>	
	1" to 3/4" Reduction	\$467.06
Larger Meter Reduction	Estimate Required	
<b>SEWER</b> (See <a href="#">Sewer Resolution</a> )	<b>Sanitary Sewer</b>	<b>Connection Charge</b>
	4" Sanitary Sewer Lateral	\$185.50
	6" Sanitary Sewer Lateral and Larger	\$291.50
<b>STORM</b> (See <a href="#">Sewer Resolution</a> )	<b>Storm Drainage</b>	<b>Connection Charge</b>
	Residential Zoning	\$185.50
	Non-Residential Zoning	\$291.50
	Stormwater Management Plan Review	Actual Cost

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. 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.



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## 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