



CITY OF PORTLAND
STORMWATER MANAGEMENT DEPARTMENT
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615/325-6776
Fax 615/325-5345

Land Disturbance Permit Standard Operating Procedure (SOP)

NO LAND DISTURBANCE CAN BEGIN UNTIL THE CONCRATOR HAS A LAND DISTURBANCE PERMIT. THE PERMIT MUST BE VISIBLE ON JOBSITES AT ALL TIMES.

1. A paper copy of the Land Disturbance Permit can be obtained at City Hall. An electronic version is available on the City of Portland's Stormwater Management Website ([Land Disturbance Permit – City of Portland, Tennessee \(cityofportlandtn.gov\)](http://cityofportlandtn.gov)).
2. Fill out the application and return to City Hall or email to ckeen@cityofportlandtn.gov. Electronic copies will automatically be sent.
3. Provide the Department with plans if not already submitted.
4. Install erosion prevention and sediment control practices according to engineered plans.
5. Contact the Stormwater Department at least three (3) days in advance to schedule a pre-construction meeting to verify EPSC measures are in place.
6. Land Disturbance Permit will be issued, and work can begin.

For any questions or concerns, call (615)-325-6776 or email ckeen@cityofportlandtn.gov.