

## EXHIBIT B

# PGE POLE ATTACHMENT PERMIT APPLICATION INSTRUCTIONS

### FACILITIES ATTACHMENT PROCESS

- 1) **Licensee** submits completed Pole Attachment Permit Applications to PGE's Utility Asset Management (UAM) department. The licensee may request pre-inspection of the proposed attachment. Pre-inspection may be required by PGE under certain circumstances, for example congestion on the pole. PGE will verify ownership of the pole. If pre-inspection is not required, or requested, PGE will determine whether conditional approval of application is merited.
- 2) UAM validates permit and conditionally approves the permit valid for 180 days. If an application is conditionally approved, the licensee attaches in conformance with the contract, permit and OPUC Safety Rules, which include the National Electric Safety Rules (NESC).
- 3) Pre-inspection-- **UAM Field Inspector** performs field inspection at the pole, to confirm that the requested Attachment to existing PGE Facilities is allowable and prepare cost estimate for any make ready required.
- 4) **UAM Field Inspector** will either...
  - a. Approve the Attachment, identifying approved Attachment elevation.
  - OR
  - b. Reject the request and note any required make-ready work (i.e. rearrangement of facilities, new pole) needed to approve Attachment.
- 5) If approved, **licensee** attaches at indicated location, in accordance with NESC requirements and the *PGE Attachment Specifications*.
- 6) PGE has the option to post-inspect Attachments to ensure construction or installation complies with permit, contract and Commission Safety Rules.
- 7) UAM notifies Licensee of inspection. If failed, the licensee must
  - a. Correct a structural failure within 7 days or be liable for the cost to correct
  - b. Correct a non-structural failure within 30 days or be subject to sanctions.

### **Permitting & Timelines:**

- The general rule is that all licensee attachments to PGE poles must be permitted prior to making the attachment..
- A pole occupant may install a service drop without the permit required, but the pole occupant must apply for a permit within seven days of installation; (OAR 860-028-120)(3).
- Upon receiving a permit application, PGE will notify the applicant within 15 days of conditional approval or noting any deficiencies.
- Whenever PGE installs a new set pole, PGE allows the pole occupant 90 days from the date the licensee is notified that the pole has been set and the licensee's transfer step is ready for action.
- An approved permit is valid for 180 days.
- The Pole occupant is required to notify Utility.Asset.Management@pgn.com that the construction is complete within 45 days of the construction complete date. Please include the permit number and the access number of the application in your email.
- UAM will inspect installed attachment within 90 days of notice and notify licensee as to whether the attachment passes or fails.
- If the attachment is deemed a structural failure, the licensee will have 7 days to correct deficiencies or physically disconnect and submit a disconnect notice.
- If the attachment is deemed a non-structural failure, licensee will have thirty days to correct deficiencies or be subject to sanctions.

## **Completing the Permit Application Form**

**Please maintain the integrity of the Permit Application form. Reformatting the spreadsheet by adding or rearranging columns, adding and renaming sheets will hinder our permitting process.**

### **Required Information:**

To accurately process Pole Attachment Permit Applications, PGE requires the following information:

1. Renter Code (Entered by Licensee)
2. Permit Number (Assigned by Licensee)
  - Indicate applicable permit type
  - Provide scheduled construction date or installation date if already installed
- PGE Pole Number
3. PGE Map Number (Grid#, ie D11-13B)
4. Applicant Sketch/Map# (Identify pole location)
5. Location/Address: Please include exact address (If not available, please give street and cross street or reference poles)
6. Pole Height, Class, Year Set
7. Equipment Type :  
(you may use the following abbreviations)
  - ML** = Mainline of any type. Including hybrid-fiber coax (HFC), coax, fiber, large telco conductor, etc.
  - SD** = Service Drop
  - PS** = Power Supply
  - GUY** = This will be used for overhead guys and extended messengers.

**GUY X 2 (2nd Bolt)** = Used when a 2nd bolt was used for either a down guy or OH guy extension.

**RISER** = Indicate desire to use PGE or Licensee standoff brackets

8. Total Diameter: Please provide total diameter (in inches) of cable attachment or overlash bundle.
9. Max Working Tension (not ultimate or breaking strength)
10. Arm Type: Indicate "A" for Alley Arm, "C" for Crossarm, "F" for Fiberglass extension arm (note: Fiberglass extension arms,  $\leq$  30 inches in length, are not considered an additional Attachment)
11. Arm Length
12. Conduit Riser: Indicate "P" if intending to use PGE standoff brackets, indicate "L" if intending to use Licensee standoff brackets.
13. Span Lengths: Indicate spans both directions from pole.
14. Space: The amount of space the attachments will use
15. Requested Attachment Height (Note: For power supplies, the measurement is made to bottom of box, must be minimum of 15' AGL)
16. FS or SS: Indicate whether attachment is intended to be on Field Side or Street Side.
17. Attach to Anchor: Indicate "P" is intending to attach guy to existing PGE Anchor, indicate "L" if Licensee intends to install own anchor.

### **Permitting Guidelines:**

Please adhere to these guidelines when submitting Pole Attachment Permit Applications:

- A separate permit application should be submitted for each PGE quartered map section.
- Multiple permit application sheets for the same permit number and quartered map section are allowed, with a maximum 10 consecutive poles per sheet (100 poles per permit)

### **Post Construction Inspection**

Attachment Passes: Licensee will be so notified.

Attachment Fails:

Licensee will be notified of any attachment that fails to meet conditional permit. Licensee will have thirty days to correct any deficiencies and communicate back to PGE correction is made. If the attachment fails because the structural analysis fails, licensee will have seven days to remove the attachment and so notify UAM with a disconnect notice, or will be fully liable for correcting the deficiency including installation of a new pole by PGE sufficient to handle the additional attachment.

**Resubmittal of Permit by Licensee: This assumes a permit had been submitted and rejected, and the licensee is now ready to resubmit the permit to PGE.**

Code Violation –

If the licensee was able to self-correct the code violation, a new permit application listing only those poles that were previously rejected, is simply resubmitted to PGE. Note: Please take care that the resubmitted permit does not have any previous PGE billing data or other data that may cause confusion when received by the PGE Permit Coordinator. The licensee should use the same permit # and reference the original application (including the date of original submittal). Indicate in the *\*Licensee Notes* field that this is a "RESUBMITTAL" and specify "POLE NUMBER" "TYPE OF CODE VIOLATION THAT HAS BEEN CORRECTED" or "PROPOSED CORRECTION PLAN...BY DATE MMDDYY." For more examples, see also UAM's Rejected Poles Process.

Make Ready Authorization –

To authorize make ready costs, the licensee must resubmit a new permit application listing only those poles that were previously rejected. Note: Please take care that the resubmitted permit does not have any previous PGE billing data or other data that may cause confusion when received by the PGE Permit Coordinator. The licensee should use the same permit # and reference the original application (including the date of original submittal). Indicate in the \*Licensee Notes field that this is a “*RESUBMITTAL: POLE NUMBER -MAKE READY AUTHORIZATION.*”

The licensee needs to restate the PGE cost estimate \$ amount that is being authorized by the resubmittal. PGE will not initiate the actual design process until the make ready cost has been authorized by the licensee. Note: It is PGE’s policy to receive a new make ready authorization in writing (email, NJUNS, memo, etc.) from the licensee for design estimates (cost estimate developed after detailed design work is complete) that exceed the “original” cost estimate by more than 10%. Make ready work shall be billed at the final design estimated cost. For more examples, see also UAM’s Rejected Poles Process.

**Application prompted by PGE:**

If you have been notified by PGE to permit for Attachments on a PGE pole, please enclose a copy of the *Work for Other Utilities Notice* (WFOU in paper form) or NJUNS Pole Transfer Electronic Notification with the permit. This precludes double billing for any previous charges incurred.

**Unauthorized Attachment Sanctions:**

If you make an Attachment prior to permitting, PGE may assess Unauthorized Attachment sanctions in accordance with your Agreement. It is important that you attach supporting documentation (such as a dated construction map or work order) to the permit application indicating when Attachments were made.

**Maps:**

It may be advantageous to work directly from a PGE map showing our facilities and poles. Maps of GIS Standard Map Products (Existing Service) may be requested and picked up at Portland General Electric, Geospatial Information Services, 3700 SE 17<sup>th</sup> Ave, Portland, Oregon, 97202, (503) 736-5501.

Maps for New Construction may also be requested and picked up at your local PGE Service Center. See Exhibit C, the PGE Fee Schedule, for pricing. PGE will verify the number of maps that make up each section and the total cost. PGE can mail the maps to you. PGE will send the invoice directly to your office.

Maps required for resolving code violations specifically identified by PGE through the FITNES or Utility Asset Management (UAM) inspection processes, may be requested directly through the UAM Department.

**Disconnect Notices**

If Licensee wishes to remove an Attachment, it must send Written Notice to PGE of its intent to remove the Attachment (“Disconnect Notice”). The Disconnect Notice must include the following information:

1. Renter Code (Entered by Licensee)
2. Permit Number (Assigned by Licensee)
3. PGE Pole Number
4. PGE Map Number (Grid#, i.e. D11-13B)

The Attachment will be considered active, and where applicable charged Annual Rent and other fees, until a Disconnect Notice is received by PGE.

**Form**

PGE Permit Application Form is created in Microsoft Excel. The most recent form has a footer version 1.1. Please do not reformat application. Any change to the format of this permit application form will cause problems with its printing and processing. The form has been designed to fit 11x 17 in paper sheet. The Form should be submitted electronically to: [utility.asset.management@pgn.com](mailto:utility.asset.management@pgn.com)

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- (1) Customer has the option of requesting that a UAM Field Inspector assist in design and route selection, prior to submitting Permit Applications.
- (2) Attachments made prior to receiving authorization from UAM shall be considered Unauthorized Attachments and subject to sanctions.