



Entrance Permit Instructions

An Entrance Permit covers construction for new driveways and repair to existing driveways.

APPLICATION REQUIREMENTS:

- Application Fee.**
 - New driveway: **\$332, or \$166** if the driveway is part of a new subdivision review.
 - Existing driveway repair: **\$95.**
 - Fees are due when the completed application submitted.
- Entrance Permit Application & Site Plan.**
 - Fill out and submit the completed entrance permit application and site plan to the Department of Transportation and Development, Transportation Engineering Division. If you have questions, please call Transportation Engineering at 503-742-4691.
- Preliminary Site Inspection.**
 - A stake is given to the applicant when the entrance permit application is submitted. The stake must be placed where it can be seen from the road and at the center line of the proposed driveway location prior to the preliminary site inspection. If the driveway is in use, the stake should be placed to the right of the driveway.
 - If the driveway is within 15 feet of the side property line(s), the property corner must be staked and marked as such.
 - Please let staff know if the stake will be placed on the same day the application is submitted, then staff can notify the inspector and set up inspection. If the stake will be placed later, call the inspection in once the stake is placed by calling the **inspection request line at 503-742-4700.**
- Permit Issuance.**
 - The permit is issued after the preliminary site inspection is approved. The inspector sends the applicant requirements for the access to meet County Roadway Standards and Specifications. Please read through these and contact your inspector if you have any questions.
 - The contractor is required to have a copy of the permit and approved plans on the job site during construction.
 - Keep mud and debris off the traveled portion of the road right of way during construction.
- Timeline.**
 - The driveway shall be completed to the satisfaction of Clackamas County within two years from the date of approval or before the certificate of occupancy (CO) is approved, whichever occurs first. Contact your inspector if you are unable to meet these timelines.
- Inspections.**
 - Schedule an inspection by calling the Inspection Request Line at **503-742-4700.**
 - When installing a concrete apron, a forms inspection is required.
 - County inspectors typically inspect the site the next business day after the request for inspection is made. Call to schedule an inspection one day prior to the pour date. Concrete aprons must be poured according to the County Roadway Standards.
 - Call for your final driveway inspection one week prior to calling for the certificate of occupancy.



Entrance Permit Application

For Driveways

Office Use Only:

EP#:

BO#:

TYPE OF WORK

 New Driveway New Driveway in a Subdivision Existing Driveway Repair

JOB SITE INFORMATION AND LOCATION

Site address:

City/State/ZIP:

Legal description: T _____ R _____ SECTION _____ TAX LOT(S) _____

 Mail to Owner Mail to ContractorOWNER APPLICANT PRIMARY CONTACT

Business name:

Phone:

Cell:

Name:

City/State/ZIP:

Address:

Email:

CONTRACTOR APPLICANT PRIMARY CONTACT

Business name:

Contact name:

Phone:

Cell:

Address:

City/State/ZIP:

Email:

CCB lic.:

FOR LOCATES CALL 811. ATTENTION: 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 OAR 952-001-0090. You may obtain copies of these rules by calling (503) 232-1987.

FEE: \$332 or \$166 (new driveway)**FEE: \$95 (repair existing)**

Driveway access must be staked with a marker before the preliminary inspection.

CALL THE INSPECTOR AT 503-742-4691 FOR ANY QUESTIONS OR REQUESTS FOR DRIVEWAY INSPECTIONS.

This approach shall be completed to the satisfaction of Clackamas County within two years or before occupancy, whichever occurs first.

Public utilities and other permitted users have the right to occupy the right-of-way, so existing facilities may be encountered. The permittee is required to call 811 for line locates before starting work. The cost of relocating these facilities will be paid by the permittee.

I certify that I have read and examined this permit application. I agree to build according to the provided description, accompanying plans and specifications, and any other State and local laws regulating the construction within the road right-of-way.

Applicant's signature:

Print name:

Date:

COUNTY ENGINEERING STAFF USE ONLY

MAP PAGE/SECTION _____ RD# _____ 2 YR RECHECK DATE _____ FILO: Yes No

SC#/Comments:

PRELIMINARY INSPECTION

PRE-PAVING/FORMS INSPECTION

FINAL INSPECTION

Date: _____

Inspector: _____

- Acceptable
 Non-Acceptable

Note: _____

Date: _____

Inspector: _____

- Acceptable
 Non-Acceptable

Note: _____

Date: _____

Inspector: _____

- Acceptable
 Non-Acceptable

Note: _____
