



Entrance Permit Instructions

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

APPLICATION REQUIREMENTS:

- Application Fee.** *(Due when the completed application submitted)*
 - New/extended driveway:
 - \$500 if 150' or more in length
 - \$400 if less than 150' in length
 - \$250 if the driveway is part of a new subdivision review
 - Existing driveway repair/upgrade:
 - \$150
- Entrance Permit Application & Site Plan Submission.**
 - Submit the completed Entrance Permit Application and site plan to the Engineering Division. Submit fire marshal approval if the driveway is over 150 feet in total length and serves a new structure. To find the fire district for your property go to <http://cmap.clackamas.us/maps/cmap>.
Submittal options are as follows:
 - Via pdf to engineering@clackamas.us. We will contact you for payment.
 - Via mail. If payment is not submitted, we will contact you for payment.
 - In person.
- 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.
- 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 if related to a building permit, before the final building permit inspection, whichever occurs first.
- Inspections.**
 - Schedule an inspection by calling your inspector.
 - When installing a concrete driveways/sidewalks/ramps and/or curbs, a forms inspection is required.
 - Prior to requesting your final building permit inspection via the Building Services Division, notify your Engineering inspector for your final site and punch list inspection.



Entrance Permit Application

For Driveways

Office Use Only:

EP#:

BO#:

TYPE OF WORK

- New Driveway
 Extend Existing Driveway
 New Driveway in the UGB
 Existing Driveway Repair/Upgrade

JOB SITE INFORMATION AND LOCATION

Site address:

City/State/ZIP:

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

OWNER PRIMARY CONTACT

Business name: _____ Address: _____

Owner name: _____ City/State/ZIP: _____

Email: _____ Phone: _____ Cell: _____

CONTRACTOR PRIMARY CONTACT

Business name: _____ Address: _____

Contact name: _____ City/State/ZIP: _____

Email: _____ Phone: _____ Cell: _____

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.

New driveway 150' or more in length non-new subdivision: **\$500**

New driveway under 150' in length non-new subdivision: **\$400**

New driveway construction in subdivision: **\$250**

Driveway resurface/upgrade replacement: **\$150**

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

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

The driveway 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

Date: _____

Inspector: _____

- Acceptable
 Non-Acceptable

Note: _____

PRE-PAVING/FORMS INSPECTION

Date: _____

Inspector: _____

- Acceptable
 Non-Acceptable

Note: _____

FINAL INSPECTION

Date: _____

Inspector: _____

- Acceptable
 Non-Acceptable

Note: _____

DRIVEWAY REQUIREMENTS CHECKLIST FOR INSPECTORS USE ONLY

Conditions

ENG 101	X	Inspections required
ENG 102	X	See Drawings
ENG 103		Separate Permits are required from other County departments
ENG 104		Separate permits are required from other agencies
ENG 105		Expiration date notice
ENG 107		No culvert required
ENG 108		Install 12" concrete or D.I. culvert pipe w/6" granular bedding
ENG 109		Plastic pipe not allowed. Too shallow.
ENG 110		Plastic pipe w/headwalls - required for PVC, HDPE plastic or CMP
ENG 111		Existing culvert is acceptable
ENG 112		Add gravel over culvert before paving
ENG 113		Extend culvert ends
ENG 114		Clear culvert for positive water drainage
ENG 115		Provide Rip-Rap at the pipe outlet
ENG 116	X	Base rock 6"
ENG 117		Driveway within UGB
ENG 118		Pave - single access point
ENG 119		Pave - both access points
ENG 120		Concrete apron - single access point
ENG 121		Concrete apron - both access points
ENG 122		Remove Driveway
ENG 123		Steep Driveway
ENG 124		Forms inspection for concrete apron
ENG 125		Valley Gutter
ENG 126		Water Bar
ENG 127		Curb and Sidewalk entire frontage
ENG 128		S/W, planter, std curb
ENG 129		S/W, planter, curb & gutter
ENG 130		Curbtight S/W, std curb
ENG 131		Curbtight S/W, curb & gutter
ENG 132		S/W, mountable curbs
ENG 133		Sight distance is adequate
ENG 134		Sight distance is inadequate
ENG 135		Vertical curves interfere with sight distance
ENG 136		Horizontal curves interfere with sight distance
ENG 137		Trim and limb all vegetation with R.O.W. and maintain
ENG 138		Temp Logging access must be removed
ENG 139		Logging access must be blocked
ENG 140		Permanent Logging access must be paved
ENG 141		Emergency access

Drawings

	C350	Fire District Requirements
	D250	Culvert
	D400	Unpave road
	D500	Paved road
	D600	Curbed rd w/curb tight s/w
	D650	Curbed rd s/w with landscape strip
	D675	High volume - Commercial access
	D700	Water bar
	L100	Tree planting plan
	L200	Street trees
	R100	Private roads
	S100	Type C curb
	S150	Curb & gutter
	S180	Mountable curb
	T300	Sight distance

INSPECTORS COMMENTS /
 ADDITIONAL REQUIREMENTS:

Sidewalk width

Planter width

Y N Street Trees (typically 1 per lot frontage)
