



# 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 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.**
  - Fill out and submit the completed entrance permit application and site plan to the Transportation Engineering Division. If you have questions, please call Transportation Engineering at 503-742-4691. Submit the fire marshal approval if the driveway is over 150' in total length and serves a structure.
- 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 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 your inspector.
  - When installing a concrete driveways/sidewalks/ramps and/or curbs, a forms inspection is required.
  - After the certificate of occupancy application is submitted to the Department of Transportation and Development, 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 a Subdivision   
  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.**

Driveway over 150' length non-new subdivision: **\$500**

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

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

Driveway resurface/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.**

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: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Inspector: \_\_\_\_\_

Inspector: \_\_\_\_\_

- Acceptable  
 Non-Acceptable

- Acceptable  
 Non-Acceptable

- Acceptable  
 Non-Acceptable

Note: \_\_\_\_\_

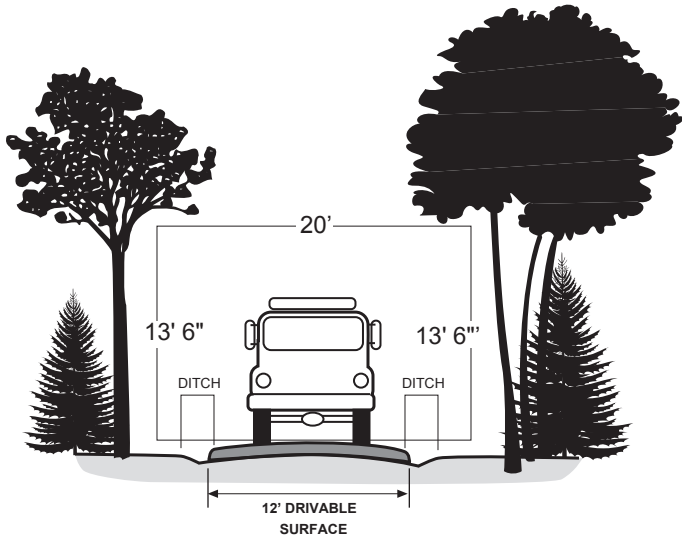
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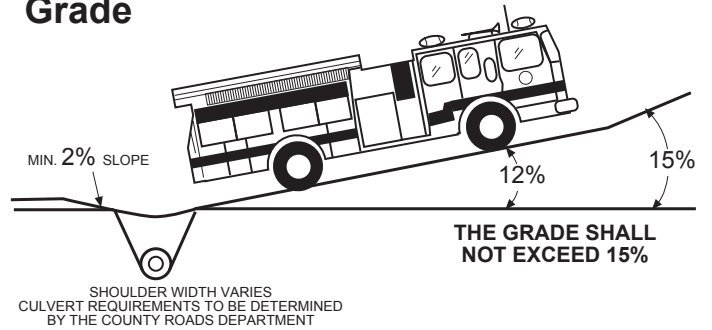


# Fire District Rural Driveway Access Guide

## Travel width and required clearance



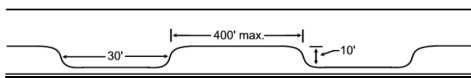
## Grade



With the increase of homes in the rural area, the need for adequate fire district access is ever more critical. The risk of wildfire and other emergency incidents increase with home density. Many existing driveways do not provide the needed access for emergency apparatus. New homes will be expected to fully meet current driveway construction requirements. If the home site is located on sloped property, we recommend you determine site grade and contact your local fire official for input prior to driveway construction. If project requires a private bridge, contact the fire district for design requirements. Existing or planned logging roads are not acceptable for driveway access. If they are to be used for driveway access, they must meet all requirements outlined in this document for driveway access.

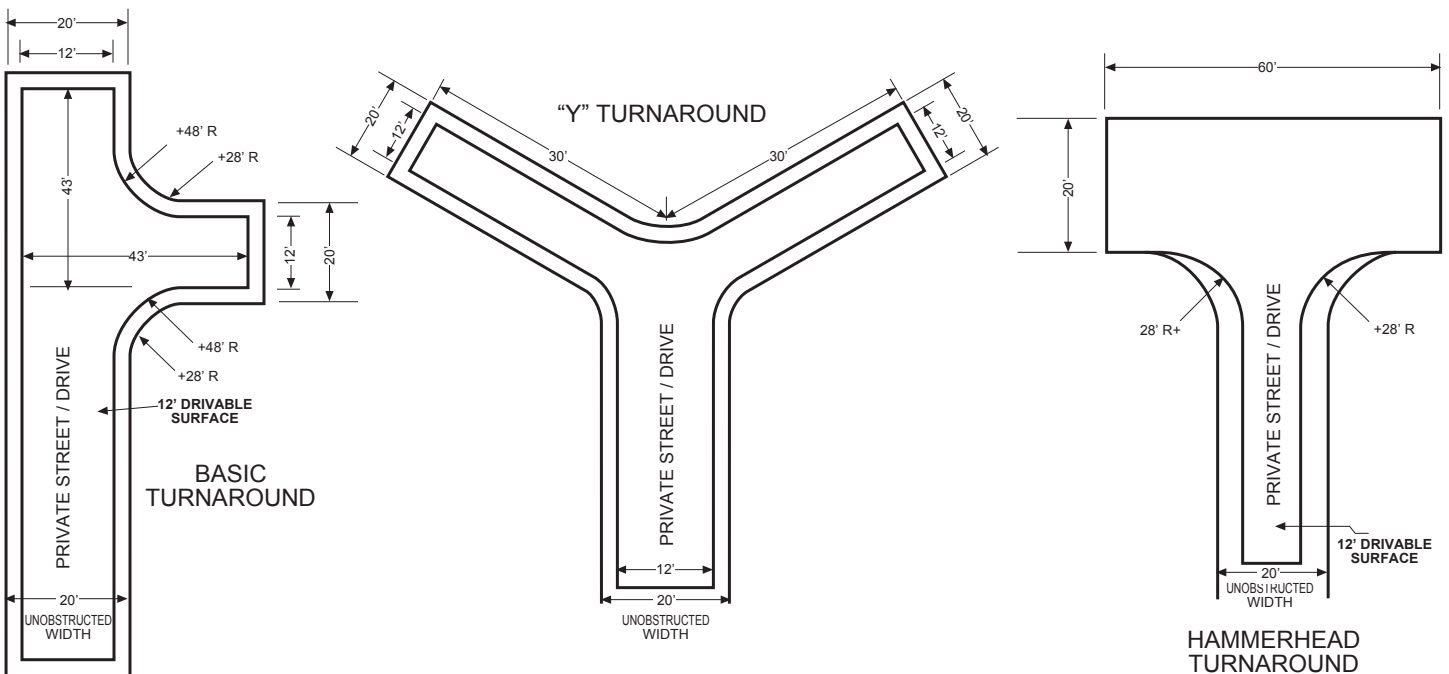
## Turnouts

Turnouts 10 feet wide and 30 feet long are required on any access driveway exceeding 400 feet in length.



## Turnarounds

Access driveways over 200 feet in length shall provide one of the following turnarounds at the end of the driveway or alternate design as approved by the fire district.



## Address Signs

Permanent address sign(s) must be installed at the base of the driveway. Address signs shall be posted in a position to be plainly visible and legible from the direction of approach. Numbers shall be 3" in height and contrast with their background. Address signs can be obtained from your local Fire District.

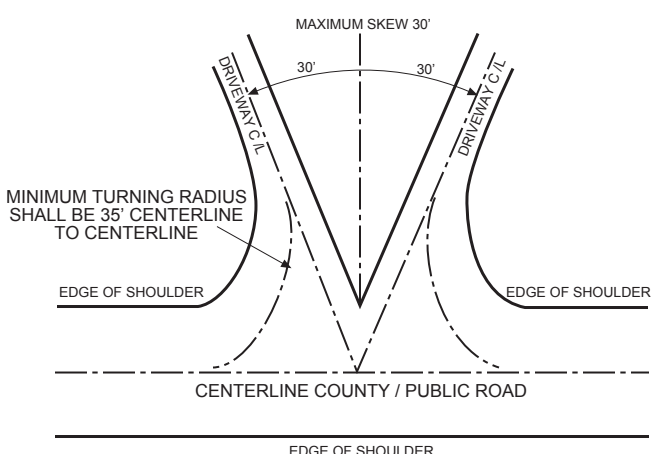
## Fire District Contact:

Canby Fire District

503-266-5851

canbyfire@canbyfire.org

## Road Approach Plan



## Firefighting Water Supplies Note

For residential structures over 3,600 square feet, including the garage, a water supply for fire suppression may be required in accordance with NFPA 1142. Contact your local fire district to determine if a water supply is required for your project. Residential fire sprinklers or other Uniform Alternate Construction Standards in accordance with OAR 918-480-0125 may be an acceptable alternative to the required water supply as approved by the Building Official.