



Marion County
OREGON

Public Works Land Development Engineering & Permits
5155 Silverton Rd NE
Salem, OR 97305
Ph. (503) 584-7714; Fax (503) 373-4418
<http://co.marion.or.us/PW/Engineering/>

Access Permit
(Driveways)
Applicant Guide

Access Permit Applicant Guide

- 1) The application for Access Permit(s) can be accessed at this link: [**General Application](#)
- 2) Complete the following sections of the application:
 - a. Section 1
 - i. The parcel number is required. You can access the parcel number from our GIS portal found here: [GIS Portal](#)
 1. Our GIS maps functions best using the most recent version of Google Chrome. It is recommended you use the **Property Viewer** (link available under Popular Applications). Navigate to your property and click it. This will bring up a window with information about your property. The Parcel number is the Taxlot Number provided in the pop-up menu. It will appear similar to: 072W08D000300. Note this is not the Tax Account starting with an “R”.
 - ii. The parcel number and worksite address must correlate to the same property.
 - b. Section 2 – This is the homeowner’s address.
 - c. Section 3 – This is the information for the company on whose behalf you are completing the application (this is often the homeowner).
 - d. Section 4 (if applicable) – Your company’s information, if applicable.
 - i. If this information is the same as section 3 or you are the homeowner, you do not need to complete.
 - e. Section 5 (optional) – Provide the information for the contractor performing the work in the right-of-way, including CCB#
 - f. Section 6 – Check the third box.
 - g. Section 9 – Applies to all driveway access work.
 - h. Sign and date your application – the application can be signed digitally (we will also accept a scanned hard-copy signature)
 - a. Site Plan
- 3) Required documentation to accompany your application:
 - a. Site Plan
- 4) Email the application with required documentation to MCLDEP@co.marion.or.us
 - a. Hardcopy applications can be mailed or hand delivered to us at:

Marion County Public Works
Attn: LDEP
5155 Silverton Road NE
Salem, OR 97305

- 5) You will receive an email with the Permit Number (555-xx-xxxxxx-PW) and instructions for paying online.
 - a. You can access the instructions for paying for a permit online on our website at: [Paying Fees and Document Exchanges](#)

Below please find some basic information for our permitting processes.

The life of an application:

- Application received.
 - Application entered into database.
- Invoice is sent via email.
 - Applicant submits payment.
- Access Inspector receives application.
 - Application is reviewed.
 - Inspector will complete field review.
 - Inspector will contact applicant via email for questions or concerns.
 - Changes to site may be required.
- Permit is issued
 - Permits will not be issued until:
 - Payment has been received.
 - Insurance documentation on file is current.
 - Inspections are required prior to and upon the completion of pouring of asphalt and/or concrete.
- Permits are valid for one year from date of issue.

**All linked documents can be found on our webpage at the top of these instructions.