



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/>

Event Permit  
Applicant  
Guide

## Event Permit Applicant Guide

- 1) Apply for your event permit 45-60 days in advance of your event. This allows Marion County an appropriate amount of time to notify all potentially impacted parties.
- 2) The application for event permits can be accessed at this link: [\\*\\*General Application](#)
- 3) Complete the following sections of the application:
  - a. Section 1
    - i. For the event address/parcel use a parcel located at the beginning location of the event route
  - b. Section 2 – include your email address
  - c. Section 3 (if applicable)
  - d. Section 4 (if applicable)
  - e. Section 6 – check “Is for Event”
  - f. Section 11
  - g. Sign and date your application – the application can be signed digitally (we will also accept a scanned hard-copy signature)
- 4) Required documentation to accompany your application:
  - a. Route Map
  - b. Traffic Control Plan (TCP)
  - c. Insurance Certificate with Additional Insured Endorsement. You can access Marion County’s Insurance Requirements at the following link:  
[\\*\\*Marion County Insurance Requirements](#)
- 5) Email the application with required documentation to [MCLDEP@co.marion.or.us](mailto: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
- 6) You will receive an email with the Permit Number (**555-xx-xxxxxx-PW**) and instructions for paying online.

Below please find some basic information for our permitting processes.

The life of an application:

- Application received
  - Application is put through a completeness review. If deemed incomplete is returned along with instructions on the additional information required
  - Application corrected by applicant and re-submitted
- Once corrected and complete application is received:
  - Application entered into database
- Invoice is sent via email
  - Applicant Submits Payment
  - Once payment has been received, formal review begins
- Traffic Engineer receives application
  - Application is reviewed and Request for Comment issued to potentially impacted parties
  - Changes to event route or event date if conflicts surface
- Permit is issued via email
- Post Event Report is submitted by permittee within 10 days of event to close out the permit

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