



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/>

Utility Work in  
Right-of-Way  
Permit  
Applicant Guide

## Annual Blanket Permit Applicant Guide

- 1) The application for an Annual Blanket Permit can be accessed at this link: [\\*\\*General Application](#)
- 2) Complete the following sections of the application:
  - a. Section 1
    - i. Project/Event Name: "Annual Blanket Permit"
    - ii. Description of Work: The type of work your company performs within Marion County Right-of-Way
    - iii. The balance of section 1 stays blank.
  - b. Section 2 – "To Be Determined Per Project"
  - c. Section 3 – Your company's information.
  - d. Section 5 – If your facility carries a CCB #, please complete this section
  - e. Section 6: Check the first box.
  - f. Section 7: If you are required to obtain an OUNC #, please add here.
    - i. Additional documentation regarding OUNC # can be found on our website at this link: [OUNC](#)
  - g. Section 12: To be completed by PUC's only.
  - h. Sign and date your application – the application can be signed digitally (we will also accept a scanned hard-copy signature)
- 3) Required documentation to accompany your application:
  - a. Insurance Certificate with Additional Insured Endorsement. You can access Marion County's Insurance Requirements at the following link: [Marion County Insurance Requirements](#)
  - b. Organizational Information. The template is offered for you and can be found at this link: [Organizational Information Template](#).
    - i. If you choose not to use the form, please include, at a minimum, the following:
      1. Indicate if the company is a sole entity or if it is a subsidiary of a parent company. Show name, address, and phone number.
      2. Provide names, addresses, email address and phone & fax numbers for at least three levels of management over this work in the County.
      3. Provide names, email addresses and cell numbers of crew foremen who are expected to work under this permit.
      4. Identify subcontractors.

- 4) 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
  
- 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 for a Permit 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 it 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
- Permit is issued via email
  - Permits will not be issued until:
    - Payment has been received.
    - Insurance documentation on file is current.
    - Organizational Information has been received.
- Permit effective dates coincide with the applicant's liability insurance.

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