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/

Downloading a Permit from ePermitting

1. You will receive an automated notification from this email address: MarionCountyNoReply@Accela.com when your permit is issued.
   a. You will need this email for the next steps.
2. The email gives you a link to the Oregon ePermitting webpage, click on the link to go to the site. This will take you directly to your permit record.
   a. If the link from the email does not work use this link: https://aca-oregon.accela.com/oregon/Default.aspx
   b. Once at the ePermitting homepage, hover over the yellow 'Search' section until the link for 'Public Works Permit' pops up and click on the link.
   c. On this page searching by permit number will give you the best results.
3. Once in your permit record, double check that the Record Status says, 'Permit Issued'. [See image below]

   a. If it does not say 'Permit Issued' you will need to wait to download your permit until a technician has issued it.
4. Click on the 'Record Info/Schedule Inspections' drop down and then click on 'Attachments'.
   a. If the documents do not populate right away, refresh the page.
5. Once the documents are loaded, click on the hyperlinked name of each document to download it. [See image below]
   a. Make sure that you download every document in the record as each one makes up a part of your permit and your permit packet is not complete without all the pages.

b. The website by default will only show you 5 documents at a time, you can click next to view the rest of the documents if there are more than 5.

Attachments

The maximum file size allowed is 80 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Virtual Folders	Size	Lates
APP.pdf	555-22-000329-PW	Public Works Tracking	Record	Public Works Application		385.35 KB	04/0
AREA MAP.pdf	555-22-000329-PW	Public Works Tracking	Record	Public Works Application		146.56 KB	04/0
STATIONARY LANE CLOSURE WITH FLAGGING.pdf	555-22-000329-PW	Public Works Tracking	Record	Public Works Application		793.53 KB	04/0
SHOULDER WORK WITH MINOR ROAD ENCROACHMENT.pdf	555-22-000329-PW	Public Works Tracking	Record	Public Works Application		158.21 KB	04/0
LANE CLOSURE AT INTERSECTION WITH FLAGGING.pdf	555-22-000329-PW	Public Works Tracking	Record	Public Works Application		180.50 KB	04/0

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6. The top of your permit will look like this when you have it downloaded. [See image below]

Marion County Public Works

5155 Silverton Rd NE
Salem, OR 97305
503-584-7714
Fax: 503-373-4418

Public Works Permit

Public Works Tracking

ROW - Utility Public

Permit: 555-22-000329-PW

IVR Number: 555025679969

Web Address: http://www.co.marion.or.us/PW/Pages/default.aspx   Email Address: mcldep@co.marion.or.us

First Issued: 5/6/22   **Expiration:** 5/6/23

Project: M3053427
Description of Work: INSTALL AVIAN DEVICES TO POLES

Site Information	
Worksite Address	**Parcel**
6393 SILVERTON RD NE	072W04D 00900
SALEM, OR 97305	ROW - UTILITY

Contacts

7. As a condition of every work in right-of-way permit, the contractor/applicant must notify Marion County of starting work under a permit. Please email MCLDEP@co.marion.or.us with your permit number when you start work and then again when the work is completed.