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 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 us a parcel located at the beginning location of the event route. 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 – include your email address.
   c. Section 3 and 4 (if applicable)
   d. Section 11
   e. 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

> i. Examples of Insurance documentation that satisfies Marion County Requirements can be found at the links below:
>> 1. [Additional Insured Endorsement Examples](#)
>> 2. [Certificate of Insurance Example](#)

5) 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

6) 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 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
  - Once payment has been received, formal review begins.
- Traffic Team receives application
  - Application is reviewed.
  - Inspector will contact applicant via email for questions or concerns.
  - Changes to site plan or traffic control may be required.
- Request for Comments issued to potentially impacted parties.
- Permit is issued via Oregon ePermitting, applicant is sent email notification of issuance.
- 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.