



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 use 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](#)

- 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 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
 - 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.