



Delaware County Engineer

Chris Bauserman, P.E., P.S.

DRIVE PERMIT PROCESS

Complete a Driveway Permit Application and submit along with a \$60.00 inspection fee to:

dceopermits@co.delaware.oh.us

Payments are made on our website through Point & Pay- please also submit your paid receipt.

For replacement drives: Permit is required but there is no charge.

Re- inspection fee is \$60.00.

Upon submitting the application, have your site marked for utilities by calling 811(OUPS) and stake the desired location for your driveway. Our Inspector will call the applicant or contractor to determine the size and location of the pipe. Please allow 7 working days for this. A permit number will be assigned and you can begin to construct the drive.

Two inspections are necessary for all open ditch roads, an initial inspection to determine the proper pipe size for your ditch, and a final inspection after pipe is installed and backfilled to meet County Standards. **Please call 740-833-2435, 24 hours in advance to schedule an AM or PM inspection.**

The following is a list of the standards for new drives:

- Flares can only be used in a platted subdivision with curb and gutter streets. Radii must be used for all open-ditch roads.
- Minimum pipe length will be 30' (plastic, metal) or 32' (concrete). If necessary, more pipe may be required and our Inspector will determine this.
- Slopes may not be greater than 4:1
- The minimum drive pipe diameter is 12".
- The approved material types are Reinforced Concrete Pipe, Corrugated Metal Pipe (no spiral) or Plastic (double walled, corrugated exterior, smooth interior).
- Limit: One drive access per parcel.

If your existing street is curb & gutter, call the number above at least one day in advance to schedule an inspection.

Do not have the concrete placed until the approach/sidewalk forms have been inspected.

Please contact us with any additional questions at **(740) 833-2435**.