

Drive Permit Process

1) Fill out the application & return with the fee to:

50 Channing Street, Delaware, OH 43015
Phone 740-833-2439 / Fax 740-833-2438

- 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. The inspector will determine this.
- Slopes may not be greater than 4:1.
- The MINIMUM drive pipe diameter will be 12".
- The approved material types are Reinforced Concrete Pipe, Corrugated Metal Pipe (no spiral) or Plastic (double walled, corrugated exterior, smooth interior).

2) Immediately upon submitting the application, have your site marked for utilities, by OUPS 1-800-362-2764. Also, mark the desired location for your driveway. The Engineer's Office will determine the size and location of the pipe. Please allow 7 working days for this.

3) Once the pipe size & location has been determined, a permit number will be assigned and you can begin to construct the drive.

4) For curb & gutter: Call the number above, at least one day in advance, to schedule an inspection.

DO NOT POUR UNTIL THE APPROACH/SIDEWALK HAS BEEN INSPECTED!!!

For open-ditch: After pipe is installed and backfilled, call for an inspection.

When scheduling the inspection, please refer to the assigned permit number, located in the bottom right corner.

If a current copy of the portion of the Delaware County Standards dealing with right-of-way permits is needed, please call or view and print from our website: www.delawarecountyengineer.org