DRIVEWAY PERMIT APPLICATION

BUTLER COUNTY ENGINEER'S OFFICE
1921 FAIRGROVE AVENUE
HAMILTON, OH 45011-1965
MAIN (513) 867-5744 FAX (513) 867-5849
GREGORY J. WILKENS, P.E., P.S.
BUTLER COUNTY ENGINEER

Application is hereby made to work within the county or township roadway right-of-way limits by:

OWNER MAILING ADDRESS ***(Required)***

Name _____

Street _____

City _____ State _____

Zip _____ Phone _____

Email _____

CONTRACTOR MAILING ADDRESS ***(Required)***

Name _____

Street _____

City _____ Sate _____

Zip _____ Phone _____

Email _____

Drive Status Drive Type Parcel # (required) _____

Road _____ House Number _____ Township _____

_ _____ _ Side of Road Between _____Rd and _____Rd

DESCRIPTION OF WORK

GENERAL INFORMATION & PROCEDURES

1. Only one permit application per driveway need be completed.
2. Stake driveway location with two white stakes indicating the approximate width of the proposed driveway. (Minimum 10' drive width Maximum 20' drive width). Curb and Gutter driveways do not need to be staked and cannot interfere with easements or curb ramps.
3. The County Engineer's Office will inspect the proposed drive location to determine the size of the pipe and specifications for installation. The drive may require relocation as necessary to meet minimum sight distance requirements prior to permit approval.
4. The County Engineer's Office will mail the applicant the permit and a drawing with driveway specifications and/or pipe installation instructions, and standards for mailbox installation.
5. Driveway apron shall not be elevated above adjacent road, apron must be flush with pavement unless otherwise approved by the inspector.
6. After installing the pipe and driveway, please call the Butler County Engineer's Office at (513) 785-4119 for a construction inspection.
7. When the driveway has passed the construction inspection, the permit will be released to the Butler County Building Department.
8. A third and final driveway inspection and mailbox inspection is required for Release of Occupancy Permit by the Butler County Building Department. Please call the Butler County Engineer's Office at (513) 785-4119 for an inspection.
9. Application and inspection requests can be emailed to: PERMITS@BCEO.ORG or mailed or dropped off at the above address.

I, the undersigned, understand that the Butler County Engineer assumes no responsibility or liability for the work done under this permit and that all work shall be done at no cost to the County. All work shall be done as applicable, in accordance with the State of Ohio Department of Transportation Construction and Materials Specification, the Ohio Manual of Uniform Traffic Control Devices, and any supplemental and special provisions deemed necessary or as stated on the permit as special provisions or conditions. The County Engineer reserves the right to order the removal, reconstruction, relocation, or repair of any work performed under a permit at the owner's expense. The County Engineer or his representative may revoke or annul any permit or halt work at any time for non-compliance or non-performance of the conditions set forth in the application or permit. The County Engineer reserves the right to appoint an inspector over the work.

I hereby agree to all terms, conditions, and restrictions so far as they apply to work to be done under the permit as issued and general provisions listed above.

_____ _____

APPLICANT'S SIGNATURE & TITLE **DATE**

Permit to be: ☐ Mail Owner ☐ Mail Contractor ☐ E-Mail Owner ☐ E-Mail Contractor ☐ Picked-up at Butler County Engineer's Office

The driveway must pass inspection before your building permit can be released. Non-compliance with the above procedures could delay issuance of your building permit.

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