



City of Tualatin – Engineering Division

18880 SW Martinazzi Avenue

Tualatin, OR 97062

(503) 691-3048

[Driveway Approach and Sidewalk Permit](#)

Engineering@tualatin.gov

Permit Number: _____

Application Date: _____

Please refer to the General Conditions section

Driveway Approach and Sidewalk Permit Application

PROJECT LOCATION	
Location/address:	
Road Name/Cross Street:	Tax Map & Lot:
APPLICANT	
Contact Name:	
Business Name:	
Address:	
City/State/ZIP:	
Phone:	Email:
CONTRACTOR	
Name:	CCB Lic. #:
Address:	
City/State/ZIP:	
Phone:	Email:
24 Hour Emergency Contact Name & Phone:	
DESCRIPTION OF WORK	
Type of activity: <input type="checkbox"/> Driveway Approach <input type="checkbox"/> Sidewalk <input type="checkbox"/> Curb/Gutter <input type="checkbox"/> Roadside Ditch/Culvert	
Estimated Cost of Construction:	
Does the work require a cut in the roadway? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Work <i>(Using the Tualatin Driveway Approach and Sidewalk Work Sketch on Page 3, please circle or mark where you are planning to work):</i>	
Proposed start date:	Estimated completion date:

Application, Review, and Permit Issuance

1. Application fees for repair or replacement are as follows:
 - o \$300 for a Driveway Approach only.
 - o \$150 for Sidewalks only.
 - o \$450 for combined work including a Driveway Approach and Sidewalk.
2. Submittals for the permit include:
 - A completed application, including applicant signature and date. The application may be completed online at <https://permits.ci.tualatin.or.us/eTrakit/>, emailed to Engineering@tualatin.gov, or the application may be submitted via mail or hand delivered to 18800 SW Martinazzi Ave, Tualatin, OR 97062.
 - Payment of associated fee (payable by cash, check, Visa, or MasterCard) must be paid online at (<https://permits.ci.tualatin.or.us/eTrakit/>) or via phone (503-691-3044), by mail to 18880 SW Martinazzi Ave, Tualatin, OR 97062 attention Engineering Division, or in person (at the permit counter at 18880 SW Martinazzi Ave, Tualatin, OR 97062).
 - Deposit of financial assurance of a value twice the estimated cost of construction.
Proof of Contractor's insurance for public liability, property damage liability, and motor vehicle liability insurance per Section 102.6 of the current City of Tualatin Public Works Construction Code. The insurance must be maintained during construction and protect Contractor and Subcontractors. The insurance, Contractors, and Subcontractors must agree to hold the City free and harmless from all liabilities and damages resulting from or indirectly related to the work.
 - Proof of Contractor experience, personnel, and equipment for the type and scope of work to be performed and shall hold a current Oregon contractor's license. The City of Tualatin reserves the right to refuse to allow a Contractor with insufficient qualifications to work in the right-of-way.
3. Any modification to Driveway Approach width must conform to current codes including, but not limited to, the information provided in Tualatin Development Code (TDC) [Table 75-1](#).

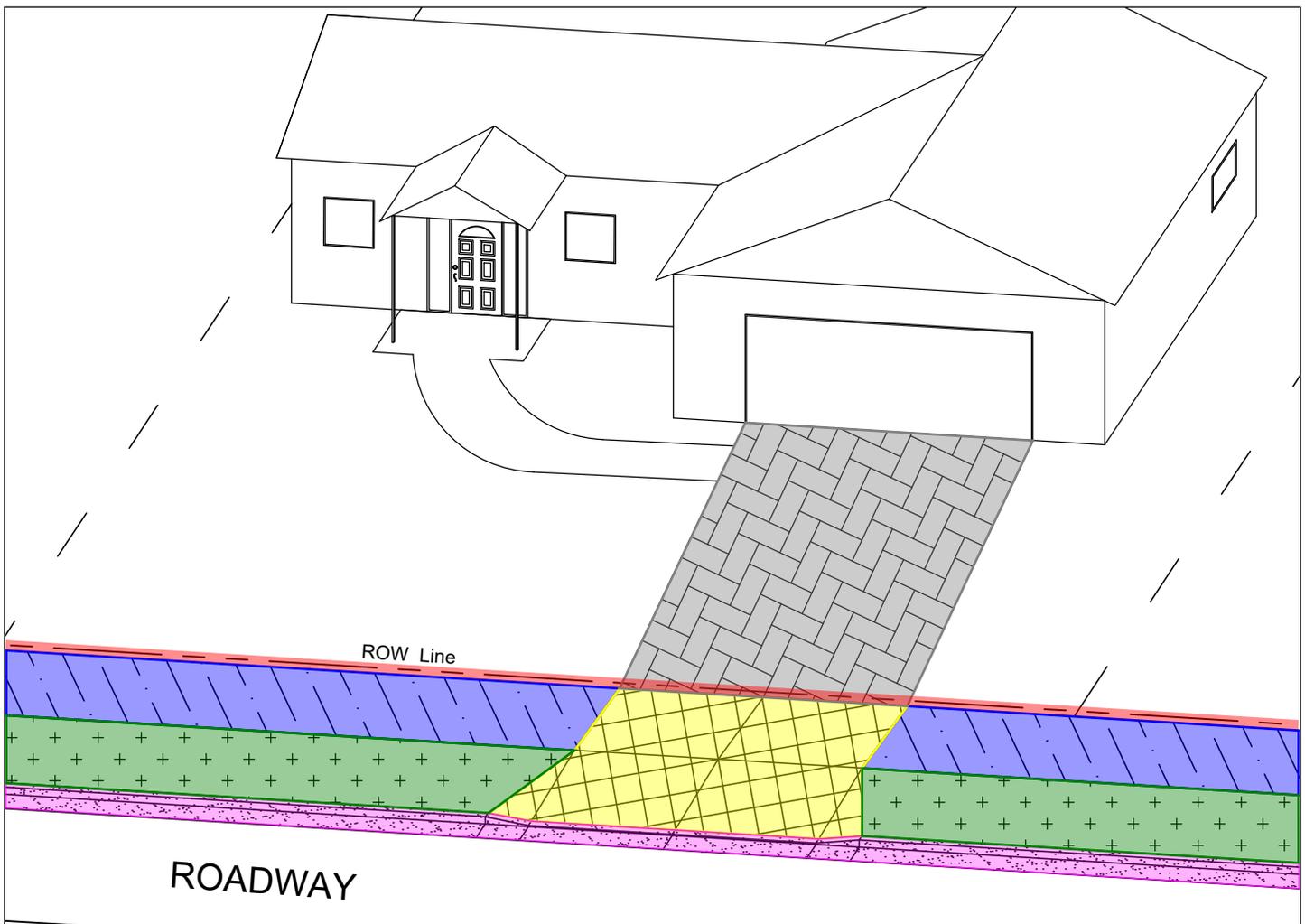
Construction Performance, Inspection, and Completion Approval

1. Upon commencement of permitted construction, projects shall be completed within 14 working days unless otherwise approved by the City Engineer.
2. All construction shall meet current City of Tualatin Public Works Construction Code (see attached details).
3. Contractor shall call the City at 503-691-3048 to schedule an on-site pre-construction meeting 48 hours prior to start of construction. Notify the Engineering Division a minimum of 24 hours prior to each required inspection (inspection required after forming but before pouring concrete at a minimum). Inspection hours are M-F 8 AM - 5 PM.
4. Backfill and surface restoration shall conform to the City standard details. Contractor shall arrange for inspection by the Engineering Division after backfill is completed and before surface restoration begins, and shall arrange for a final inspection by the Engineering Division after surface restoration is completed.
5. Contractor shall provide erosion and sediment control to prevent sediment-laden runoff from entering the City's storm drain system or adjacent properties during construction per Chapter 6 of Clean Water Services' Design and Construction Standards.

Liabilities and Other Owner and Contractor Concerns

1. The Contractor is responsible for obtaining locates for any affected public or private utility and shall use all caution with respect to such utilities and is be responsible for all damages caused by Contractor operations. Call One-Call at 1-800-332-2344 (or 811).
2. Contractor must ensure proper signing and traffic control to protect the public. Traffic control equipment and signing must be consistent with the Oregon Temporary Traffic Control Handbook published by ODOT. Contractor must not close streets to traffic or pedestrians without prior approval from the City Engineer.
3. This permit grants no rights to trespass on adjacent property and in no way relieves the Owner and Contractor from liability for any damages caused by act of grading or subsequent failure of the inspection by the City.
4. Any materials deposited on City streets or walks must be promptly removed and surfaces maintained.
5. This permit will expire 90 days after the date of issue.

Applicant Signature:	Date:	Engineering Division Approval:	Date:



LEGEND:

-  RIGHT-OF-WAY (ROW) LINE
-  PROPERTY LINE
-  DRIVEWAY APPROACH
-  SIDEWALK
-  CURB AND GUTTER
-  PRIVATE DRIVEWAY AND SIDEWALK
-  PLANTER STRIP

NOTES:

- 1) Circle which area(s) you intend to perform work (driveway approach, sidewalk, curb, etc.). *
- 2) Reference the attached standard details for applicable work areas and construction requirements. **
- 3) Driveway width is regulated by the Tualatin Development Code (see chapter 75 and table 75-1 in the TDC).
- 4) This sketch does not depict all possible configurations, some additional information may be required to accurately reflect the work being performed.
- 5) Before digging, call 811 for utility locates to identify the location of underground pipes, cables, and other infrastructure. ***



* An Engineering permit is not required for driveway work that is behind the ROW line (on the private side). Check with the Planning and Building Divisions for applicable requirements.

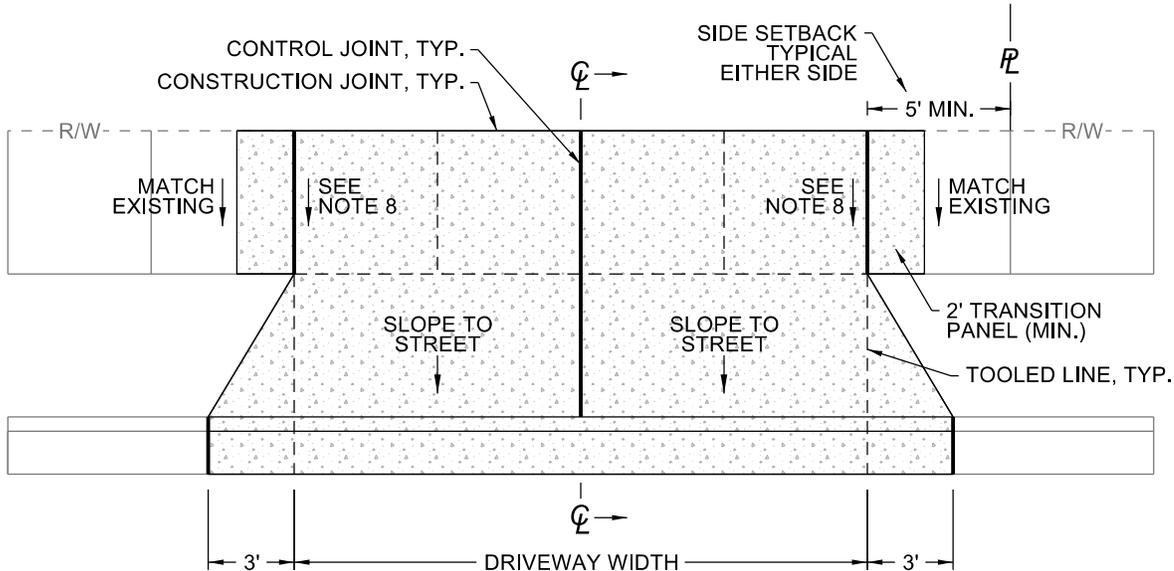
** Details for commercial properties can be found in the Tualatin Public Work Construction Code (Standard details # 440 and 441)

*** ATTENTION: Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0001 through 952-001-0090. You may obtain copies of the rules by calling the center. Note: the telephone number for the Oregon Utility Notification Center is (503) 232-1987.

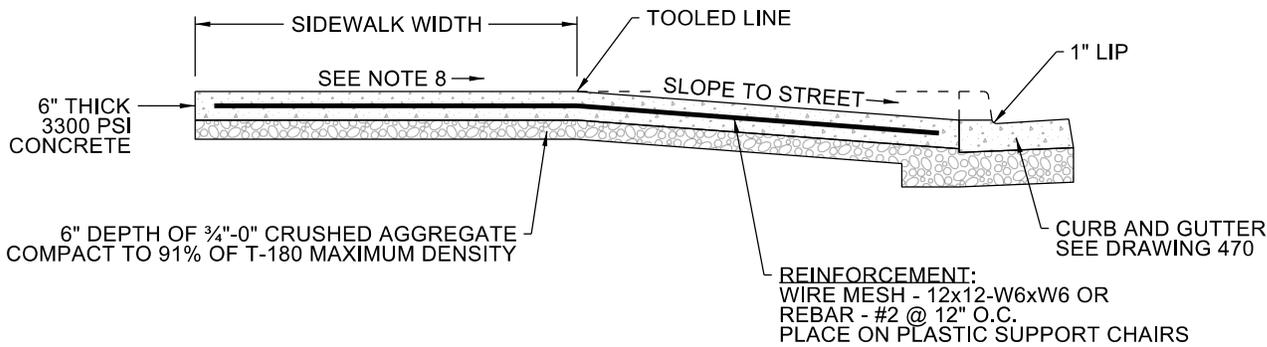
TUALATIN DRIVEWAY APPROACH AND SIDEWALK WORK SKETCH

REV DATE: 08.17.2020

DRAWN BY: MDS



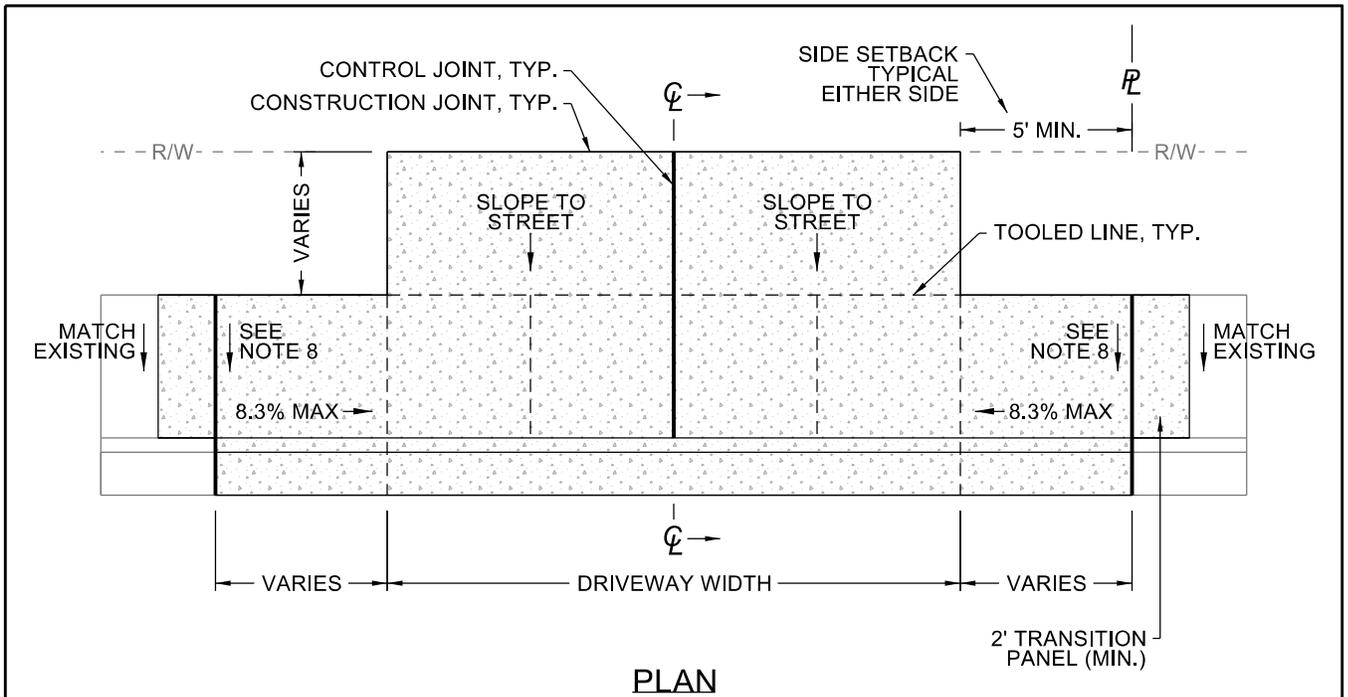
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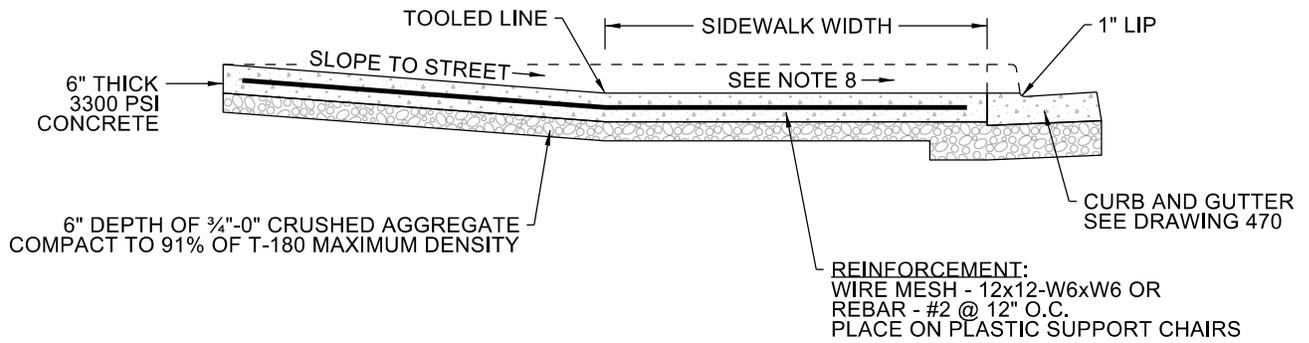
SECTION

- NOTES:
- CONTROL JOINTS SHALL BE WEAKENED PLANE TYPE FORMED TO A DEPTH 2" WITH TOOLED EDGES (1/4"R EDGE, 3" FLAT) EXCEPT IN CURB AND GUTTER (1/4"R EDGE ONLY). NO MESH ACROSS CONTROL JOINTS.
 - TOOLED LINES ARE FOR COMESTIC PURPOSES ONLY, 1/4"R EDGE, 3" FLAT.
 - FOR LOCATION AND WIDTH OF DRIVEWAYS, MEET THE REQUIREMENTS OF THE TUALATIN DEVELOPMENT CODE.
 - FINISH CONCRETE APPROACH RAMP WITH BRUSH FINISH TRANSVERSE TO CENTERLINE.
 - POUR APPROACH SLAB AND WINGS (BOTH 6" THICK) MONOLITHIC WITH CURB AND GUTTER IF SO DIRECTED BY ENGINEER.
 - BEFORE OPENING TO TRAFFIC, ATTAIN 3,300 PSI COMPRESSIVE STRENGTH.
 - REMOVE THE CURB AND GUTTER IN ITS ENTIRETY AND POUR BACK AS A MONOLITHIC POUR IF AN EXISTING CURB AND GUTTER IS MODIFIED AS PART OF A DRIVEWAY APPROACH.
 - SIDEWALK CROSS SLOPE TO BE MAX 1.5% DESIGN SLOPE (2.0% MAX FINISHED SURFACE SLOPE).

 CITY OF TUALATIN, OR	RESIDENTIAL DRIVEWAY APPROACH CURBSIDE PLANTER STRIP	
	REVISED: 04/07/2017 EFFECTIVE: 04/24/2017	SCALE:
		442



PLAN



SECTION

NOTES:

1. CONTROL JOINTS SHALL BE WEAKENED PLANE TYPE FORMED TO A DEPTH 2" WITH TOOLED EDGES (1/4"R EDGE, 3" FLAT) EXCEPT IN CURB AND GUTTER (1/4"R EDGE ONLY). NO MESH ACROSS CONTROL JOINTS.
2. TOOLED LINES ARE FOR COMESTIC PURPOSES ONLY, 1/4"R EDGE, 3" FLAT.
3. FOR LOCATION AND WIDTH OF DRIVEWAYS, MEET THE REQUIREMENTS OF THE TUALATIN DEVELOPMENT CODE.
4. FINISH CONCRETE APPROACH RAMP WITH BRUSH FINISH TRANSVERSE TO CENTERLINE.
5. POUR APPROACH SLAB AND RAMPS (BOTH 6" THICK) MONOLITHIC WITH CURB AND GUTTER IF SO DIRECTED BY ENGINEER.
6. BEFORE OPENING TO TRAFFIC, ATTAIN 3,300 PSI COMPRESSIVE STRENGTH.
7. REMOVE THE CURB AND GUTTER IN ITS ENTIRETY AND POUR BACK AS A MONOLITHIC POUR IF AN EXISTING CURB AND GUTTER IS MODIFIED AS PART OF A DRIVEWAY APPROACH.
8. SIDEWALK CROSS SLOPE TO BE MAX 1.5% DESIGN SLOPE (2.0% MAX FINISHED SURFACE SLOPE).



**CITY OF
TUALATIN, OR**

**RESIDENTIAL DRIVEWAY
APPROACH
CURBSIDE SIDEWALK**

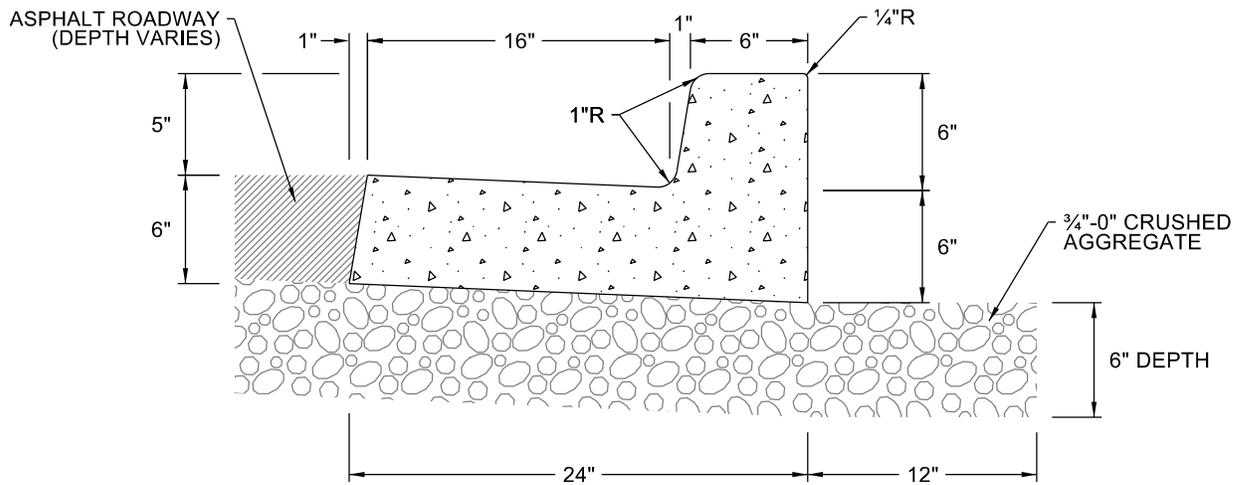
REVISED: 04/07/2017
EFFECTIVE: 04/24/2017

SCALE:

DRAFTED BY: M. PALMER
APPROVED BY: J. FUCHS

DRAWING NO:

443



NOTES:

1. CONCRETE, 4%-7% AIR, SHALL ATTAIN 3300 PSI COMPRESSIVE STRENGTH AT 28 DAYS.
2. CONTROL JOINTS OF THE WEAKENED PLANE TYPE, DOWN THROUGH THE CURB TO HALF THE DEPTH OF THE GUTTER, SHALL BE SPACED AT 15' INTERVALS AND AT POINTS OF TANGENCY. FINISH THE EXPOSED EDGE WITH 1/4" RADIUS EDGER. DO NOT USE EXPANSION JOINTS.
3. CONSTRUCTION JOINTS SHALL BE FORMED WITH A SMOOTH FACE SQUARE TO THE CURB AND DOWN THROUGH HALF THE DEPTH OF THE GUTTER. FINISH FUTURE EXPOSED EDGE WITH 1/4" RADIUS EDGER. THE LOWER HALF OF THE GUTTER CROSS SECTION SHALL BE LEFT WITH A ROUGH EXPOSED AGGREGATE SURFACE TO INTERLOCK WITH A FUTURE EXTENSION OF THE CURB AND GUTTER.
4. BASE ROCK UNDER THE CURB AND ALSO PLACED 12" BEYOND THE BACK OF THE CURB SHALL BE COMPACTED TO 91% OF T-180 MAXIMUM DENSITY.
5. DRAINAGE WEEP HOLES OF 3" DIAMETER PVC SCHEDULE 40 PIPE SHALL BE PLACED THROUGH THE CURB 1/2" ABOVE THE GUTTER INVERT AND EXTEND 3" BEYOND THE BACK OF THE CURB AT POSITIONS SHOWN ON THE PLANS, LOW POINTS IN THE CURB, OR WHERE DETERMINED BY THE ENGINEER.
6. THE BACK OF THE CURB SHALL BE BACKFILLED NOT EARLIER THAN 7 DAYS AFTER CONCRETE PLACEMENT AND PRIOR TO THE COMPACTION OF BASE AND TOP COURSE ROCK AND PAVEMENT.
7. THE EXPOSED SURFACES SHALL BE BROOM FINISHED IN THE DIRECTION OF GUTTER FLOW.



**CITY OF
TUALATIN, OR**

CURB AND GUTTER

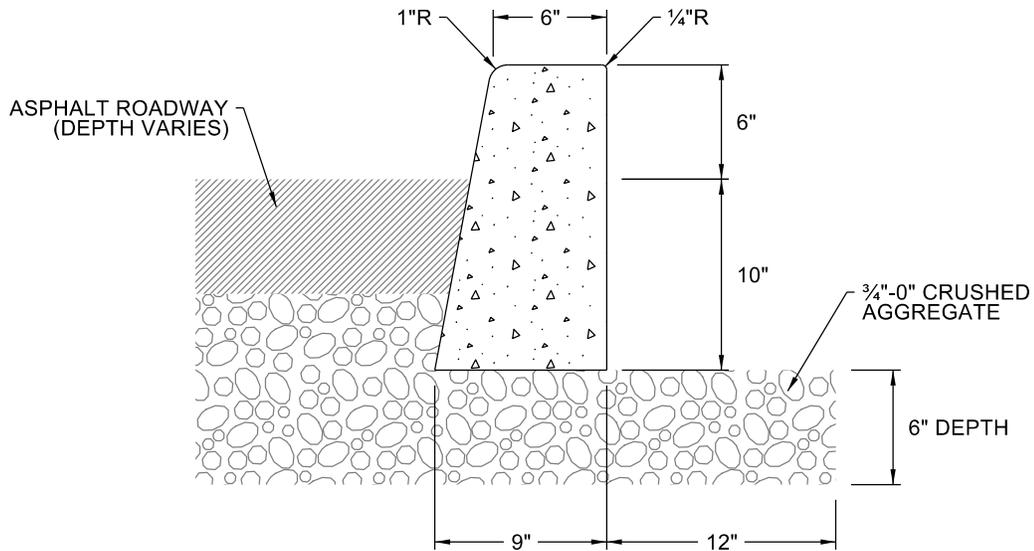
REVISED: 04/07/2017
EFFECTIVE: 04/24/2017

SCALE:

DRAFTED BY: M. PALMER
APPROVED BY: J. FUCHS

DRAWING NO:

470



NOTES:

1. CONCRETE, 4%-7% AIR, SHALL ATTAIN 3300 PSI COMPRESSIVE STRENGTH AT 28 DAYS.
2. CONTROL JOINTS OF THE WEAKENED PLANE TYPE, DOWN THROUGH THE CURB TO HALF THE DEPTH OF THE CURB, SHALL BE SPACED AT 15' INTERVALS AND AT POINTS OF TANGENCY. FINISH THE EXPOSED EDGE WITH 1/4" RADIUS EDGER. DO NOT USE EXPANSION JOINTS.
3. CONSTRUCTION JOINTS SHALL BE FORMED WITH A SMOOTH FACE SQUARE TO THE CURB AND DOWN THROUGH HALF THE DEPTH OF THE CURB. FINISH FUTURE EXPOSED EDGE WITH 1/4" RADIUS EDGER. THE LOWER HALF OF THE CURB CROSS SECTION SHALL BE LEFT WITH A ROUGH EXPOSED AGGREGATE SURFACE TO INTERLOCK WITH A FUTURE EXTENSION OF THE CURB.
4. BASE ROCK UNDER THE CURB AND ALSO PLACED 12" BEYOND THE BACK OF THE CURB SHALL BE COMPACTED TO 91% OF T-180 MAXIMUM DENSITY.
5. DRAINAGE WEEP HOLES OF 3" DIAMETER PVC SCHEDULE 40 PIPE SHALL BE PLACED THROUGH THE CURB WITH INVERT 5 1/2" BELOW THE CURB TOP AND EXTEND 3" BEYOND THE BACK OF THE CURB AT POSITIONS SHOWN ON THE PLANS, LOW POINTS IN THE CURB, OR WHERE DETERMINED BY THE ENGINEER.
6. THE BACK OF THE CURB SHALL BE BACKFILLED NOT EARLIER THAN 7 DAYS AFTER CONCRETE PLACEMENT AND PRIOR TO THE COMPACTION OF BASE AND TOP COURSE ROCK AND PAVEMENT.
7. THE EXPOSED SURFACES SHALL BE BROOM FINISHED LONGITUDINALLY.



**CITY OF
TUALATIN, OR**

CURB

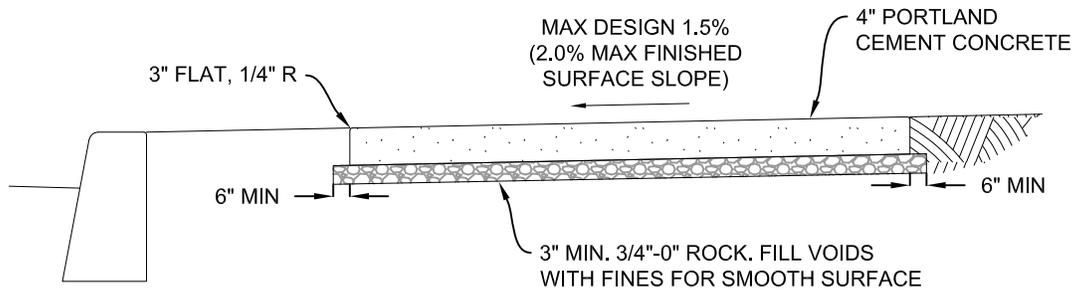
REVISED: 04/07/2017
EFFECTIVE: 04/24/2017

SCALE:

DRAFTED BY: M. PALMER
APPROVED BY: J. FUCHS

DRAWING NO:

471



CROSS SECTION

NOTES:

1. PLATE COMPACT THE SIDEWALK SUBGRADE AND BASE ROCK TO SATISFACTION OF THE CITY ENGINEER. DO NOT COMPACT EARLIER THAN 7 DAYS AFTER CONSTRUCTING CURB OR BEFORE COMPLETING THE PLACEMENT OF PAVEMENT BASE ROCK. FILL VOIDS WITH FINES WHERE NECESSARY TO PROVIDE SMOOTH SURFACE.
2. USE PORTLAND CEMENT CONCRETE WITH 4-7% AIR ENTRAINMENT AND A 28 DAY COMPRESSIVE STRENGTH OF AT LEAST 3,300 PSI.
3. CONSTRUCT TRANSVERSE CONTROL JOINTS OF THE WEAKENED PLANE TYPE, 1-1/2" CONCRETE DEPTH AND SPACE AT 5' INTERVALS AND AT POINTS OF TANGENCY.
4. FORM CONTROL JOINTS WITH A SMOOTH FACE SQUARE TO THE SIDEWALK.
5. WHERE A STRUCTURE IS SURROUNDED BY OR IS ADJACENT TO THE SIDEWALK (EXCLUDING CURB), PROVIDE SEPARATION WITH 1/2" PREMOLDED ASPHALT-IMPREGNATED, NON-EXTRUDING EXPANSION JOINT MATERIAL.
6. BROOM FINISH THE SURFACE TRANSVERSE TO THE DIRECTION OF TRAFFIC.
7. FINISH ALL EDGES WITH 1/4" RADIUS EDGER WITH 3" FLAT.
8. WHERE PRACTICAL, ALIGN SIDEWALK CONTROL JOINTS WITH CURB JOINTS.
9. IN ACCORDANCE WITH THE UNITED STATES ACCESS BOARD PROPOSED PUBLIC RIGHTS-OF-WAY ACCESSIBILITY GUIDELINES, IF THE EXISTING ADJACENT SIDEWALK PANEL CROSS SLOPE IS GREATER THAN 2.0%, CONSTRUCT A TRANSITIONAL PANEL THAT IS AT LEAST 2' LONG BETWEEN THE NEW SIDEWALK PANEL AND THE EXISTING SIDEWALK. EXTEND TRANSITION PANEL TO THE NEAREST CONTROL JOINT IF LESS THAN 2' OF THE EXISTING PANEL REMAINS.



**CITY OF
TUALATIN, OR**

**CONCRETE
SIDEWALK**

REVISED:

7/23/2018

DRAFTED BY: S. STRASSER
APPROVED BY: J. FUCHS

SCALE:

NTS

DRAWING NO.

475