



Checklist: Event Permit Submittal
Permit Type: Event Permit

Do not submit this checklist.
 It is intended only as a reference for the applicant and does not need to be made part of the permit application packet.

No.	Item/Description
1	PERMIT APPLICATION FEE: \$118.00 – non-refundable. Make check payable to “Washington County” or, to pay by credit card, call 503-846-7623.
2	REQUIRED INSURANCE: A. Certificate of Liability Insurance: With “Washington County,” identified as the Certificate Holder, valid dates, and with limits of no less than \$1,000,000 per occurrence B. Separate additional insured endorsement that names Washington County, its commissioners, employees and agents as an additional insured and certificate holders on the policy
3	“WASHINGTON COUNTY, OREGON INDEMNITY AGREEMENT & WAIVER OF LIABILITY”: Must be signed.
4	TRAFFIC CONTROL PLAN (TCP): A. Clearly describe how the event will impact roadways B. Clearly describe plans for mitigating the impacts, including staffing, signage and equipment C. See “Traffic Control Plan Requirements” for additional details
5	MAP OF THE ROUTE AREA AND COURSE DESCRIPTION: A. The proposed route must be clearly indicated on a map, which can be submitted via a GoogleMap link or a legible PDF. (Click here for steps on how to create a GoogleMap.) <i>Note: route information is not a Traffic Control Plan.</i> B. The route map must show the event course and area, its starting and ending points, the direction the participants will travel and the names of key streets C. Include a simple description of the course with the map, include its starting and ending points, course segments (by road name and approximate length of the segment) and course turning points

Permit Issuance Process

No.	Item/Description
1	SHERIFF’S OFFICE APPROVAL: A. Staff sends the permit application to the Washington County Sheriff’s Office (WCSO) for approval B. The approval must be received before the permit can be issued C. It is the responsibility of WCSO to determine whether Sheriff’s deputies will be needed, and if they are, to work out arrangements for public safety with the event applicant D. For more information about this process, contact WCSO: 503-846-2700
2	EVENTS AT HAGG LAKE: A. For events at Hagg Lake facilities (including trails, boat ramps, parking lots, bathrooms, etc.), the applicant must apply for a permit with the Washington County Recreation (Hagg Lake) staff: 503-846-7000