



Department of Transportation & Engineering
Permit and License Center
City Hall, Room 425, 801 Plum St
Cincinnati, Ohio 45202
513-353-3463 Fax:513-352-5397

NEW DRIVEWAY APPROACH – PERMIT PROCEDURES

To install or modify a driveway approach, a Street Opening Permit is required. Use the following procedures:

1. Check with the Zoning Department in the Building Department at 513-352-3271 to determine if there are zoning code issues.
2. Based on traffic safety criteria, restrictions may apply if driveway is near a street intersection, legal crosswalk, or in a posted school zone.
3. **ALL** driveway/approach construction work must be done by a **LICENSED STREET CONTRACTOR**.
4. When applying for a new permit to install a driveway approach, **APPLICANT** must submit three (3) copies of a site plan for review and approval. The site plan must show **ALL** utilities, (i.e. subsurface utilities, utility service shut-off valves, fire hydrants, utility poles, trees, signs, drain/catch basins, curbs, property lines, and nearest street intersection).
To have the location of subsurface utilities marked on the ground at the proposed driveway work site, call the Ohio Utilities Protection Service, **1-800-362-2764**.
5. Maintain the following distances from utilities:
 - Fire Hydrant 5 feet
 - Utility Pole 5 feet
 - Drain/Catch Basin 5 feet
 - Tree 10 feet to center of tree*If utility poles, fire hydrants, drains, etc. are closer than indicated and must be moved, the cost of moving them is the responsibility of the contractor/building/property owner.*
6. The optimum slope is 2% (¼" per foot).
7. The minimum thickness of a driveway approach is 7" of concrete, ODOT Construction and Material Spec. 499 (class C, 4000 psi, Air Entrained).
8. The private driveway minimum width is 8½ feet and 10 feet for the driveway approach at the street property line.
9. The minimum width of a driveway approach curb opening is 18 feet. The maximum width curb cut opening is 38 feet for residential applications, 43 feet for commercial applications, utilizing no more than 60% of the property's frontage. (See City of Cincinnati Standard Drawing ACC. No. 21436 & 21516.) If there is no curb, the curb cut width shall be measured at the edge of the roadway pavement. The modified commercial driveway standard (#22855) may be used only when authorized by the Director.
10. **ALL** concrete used must be **ready-mixed** concrete by a reputable concrete company.
11. The driveway approach shall not cross the projected, adjacent property line.
12. Twenty-five (25) feet of driveway **behind** the roadway must be hard-surfaced, (i.e. concrete, asphalt, or pavers) for multi-family (3 units or more) or commercially zoned property.