

Permit and License Center

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Cincinnati, OH 45202
Phone: 513-352-3463
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New Driveway

Permit Procedures and Criteria

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

1. Check with Zoning Administration at 513-352-2430 or zoninginfo@cincinnati-oh.gov 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 **DOT LICENSED STREET CONTRACTOR**.
4. When applying for a new permit to install a driveway approach, **APPLICANT** must submit 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 (Ohio811), **1-800-362-2764 or 811**.

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. No driveway is to be located within 50' of an intersection.
7. The optimum slope is 2% ($\frac{1}{4}$ " per foot) at the sidewalk.
8. The minimum thickness of a driveway approach is 7" of concrete, ODOT Construction and Material Spec. 499 (Class QC1, 4000 psi, Air Entrained).
9. The private driveway minimum width is 8½ feet and 10 feet for the driveway approach at the property line.
10. The minimum width of a driveway approach curb opening is 15 feet. The maximum width curb opening is 30 feet for residential applications, and 40 feet for commercial applications, utilizing no more than 60% of the property's frontage. (See City of Cincinnati Standard Drawing No. C115, C116 & C117.) If there is no curb, the driveway approach width shall be measured at the edge of the roadway pavement. The modified commercial driveway standard (C119) may be used only when authorized by the City Engineer.
11. **ALL** concrete used must be **ready-mixed** concrete by a reputable concrete company.
12. The driveway approach shall not cross the projected, adjacent property line.
13. Twenty-five (25) feet of driveway **behind** the property line must be hard surfaced, (i.e. concrete, asphalt, or pavers) for multi-family (3 units or more) or commercially zoned property.
14. A new garage must be located at 0-5 feet from the property line or 20 feet minimum.