



ADMINISTRATIVE PROCEDURE

SECTION: 700—Facilities and Property Management	PROCEDURE #: 702-A
TITLE: Facility Use - Real Property Use: Permit of Entry	IMPLEMENTS POLICY #: 702
SPONSORING DEPARTMENT/DIV: Support Services/Facilities and Parks Services	
EFFECTIVE DATE: 10/27/2021	REVIEWED:

OBJECTIVE:

Permit of Entry (POE) – is a document providing consent to enter/use property for a specific purpose. There are two types of permits of entry: 1.) A requestor to obtain access to Washington County-owned property; the County would be the approver in this type of POE, and 2.) Washington County requests access to property not owned by the County; the County would be the requester in this type of POE.

PROCEDURE:

1. Procedure for Real Property, Permit of Entry, where the County is the approver of the request:
 - 1.1 The requesting organization will complete a [Request for Permit of Entry](#) Form at least 30 days prior to the use date.
 - 1.2 Real Property will email the requester an approval or denial notice within 5 days of the receipt of the form. If the request is approved, the requesting organization will be asked to provide, via email, a valid insurance certificate to cover the proposed use.
 - 1.3 Once the insurance certificate is received, Real Property will complete the Permit of Entry, attach a map and the valid insurance certificate to be provided to County Counsel and Risk Management for review and approval. Upon approval from each department, Real Property will send the Permit of Entry to the requesting organization to sign and return.

- 1.4 Real Property will submit the completed package to the Facilities and Parks Services Division Manager for signature.
 - 1.5 Once signed, the Permit of Entry form will be emailed to the requesting organization as authorization to access County property.
 - 1.6 Use of County buildings and grounds will be managed by Washington County Facilities & Maintenance Real Property Team. Real Property may cancel permission to use County buildings and grounds when such action is necessary and in the best interest of the County.
2. Procedure for Real Property, Permit of Entry, where County is the requester:
 - 2.1 Departments or Real Property will determine the need for access to property not owned by the County and will complete the necessary information for the Permit of Entry form.
 - 2.2 Real Property will contact the property owner to discuss the request.
 - 2.3 Facilities and Parks Services Division Manager will sign the requested POE, and Real Property will email it to the property owner for signature and return.
 - 2.4 Real Property notifies the Department that access is approved, and work can begin.