(Effective 07/01/2026)

CITY OF RENO
PUBLIC WORKS DEPARTMENT
1 East 1st Street – 8th Floor
PO Box 1900
Reno, NV 89505
Phone: (775) 334-2548 | PWpermits@reno.gov

Large-Scale Utility Improvement Submittal

Address of Work: _____
Street # or Block | Street Name | Zip | APN

Nearest Cross Street: _____

Property Owner Name (P.O.) / Utility (*Utility Install Only*): _____

Mailing Address _____

Phone: _____ Email: _____

(*Telecomm Utility Install Only)* Utility Franchise Business Lic #: _____

Permits related to this work (BLD/SIT/EAE) _____

This submittal is intended to promote public safety and protect all existing facilities within the City of Reno right-of-way. Large-Scale Utility Improvement Projects consisting of more than 500 lineal feet of utility installation or determined by the City as requiring additional review, will require initial and final submittal items due to the City of Reno Public Works. A licensed engineer shall complete the following design requirements prior to receiving an Encroachment and Excavation Permit:

- A complete design plan showing all existing utilities and infrastructure within the proposed construction area must be submitted to the City of Reno for review and acceptance prior to receiving an Encroachment and Excavation Permit (EE Permit). Proposed construction improvement plans must be prepared and stamped by a State of Nevada Licensed Engineer and comply with all applicable regulations and guidelines.
- Plans that fail to accurately depict City of Reno infrastructure will be immediately returned. City of Reno Infrastructure Requests can be made online for any area of the City at: https://www.reno.gov/government/departments/city-clerk/public-records
- Construction plans must provide information showing the location of all surface restoration (asphalt, concrete, landscaping, etc.). Restoration must meet the City of Reno's Standard Details.

A construction review meeting may be required prior to issuing an EE permit. Incomplete submittals may delay the timely processing of an EE Permit.

INITIAL SUBMITTAL REQUIREMENTS

Submit the following to City of Reno Public Works Department:

☐ Construction improvement plans, stamped and signed

☐ Applicable EE Permit Base Fees

Excavation Base Fee	$ _____
Encroachment Base Fee	$ _____
Application Fee (per 1000 lf of work)	$ _____
TOTAL	**$** _____

CONSTRUCTION PLAN REVIEW MEETING

City of Reno Public Works Department will schedule the meeting after initial submittal if necessary.

Time: _____ **Date:** _____

FINAL SUBMITTAL REQUIREMENTS

Submit the following to City of Reno Public Works Department:

- ☐ Final construction improvement plans, stamped and signed
- ☐ Recognition of City of Reno Horizontal Directional Drilling Guidelines (if applicable)
- ☐ One (1) Encroachment and Excavation Permit Application (Signed and Submitted by Authorized Contractor Representative)
- ☐ One (1) MUTCD Traffic control plans for each phase of construction
- ☐ One (1) Detailed construction schedule showing all work days
- ☐ Computed EE Initial Fee (Permanent Patch Fee, R.O.W. Usage Fees, Inspections, etc.) $ _____
- ☐ Additional review charges $ _____
- ☐ Total Estimated Permit Fee (EE Initial Fee + Additional Review) $ _____

Authorized Signature: _____

Printed Name: _____ Date: _____

Company Name: _____

Email: _____ Phone: _____

Permit applications are encouraged to be emailed to PWpermits@reno.gov for digital processing. Once received and approved, the City will return an email with the approved permit number, total fees, and directions for payment online through the Accela ONE portal. Alternatively, permits may be submitted and paid for in person at City Hall, 1 E 1st Street Reno, NV 89501. Incomplete permit applications may delay processing. Please call 334-2548 or email PWpermits@reno.gov for any questions.