



ENCROACHMENT PERMIT APPLICATION
GENERAL CONDITIONS FOR CITY OF RENO
ENCROACHMENT PERMIT

1. **APPLICATION PROCESSING:** 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. Permits are typically processed within 3 business days. Please call 334-2548 or email PWpermits@reno.gov for any questions.
2. **AUTHORIZATION AND CONDITIONS:** Permittee has read and understood the following conditions and is aware that the permit authorizes work in the right-of-way ONLY, in accordance with plans, specifications and drawings submitted to and approved by the Public Works Department and the conditions set forth below and in compliance with the provisions of Chapter 6.11 and 12.08 of the Reno Municipal Code. The City of Reno reserves the right to modify the conditions of this permit in order to resolve any unforeseen impacts to the public right-of-way or adjacent properties. The City may add additional conditions dependant on the type of work.
3. **INDEMNIFICATION, BONDING AND INSURANCE:** Excavation work will require a bond on a [form](#) approved by the City Attorney, together with a [certificate of insurance](#) showing required limits, such policy to include but not be limited to collapse and underground damage, prior to permit issuance and name the City as an additional insured. Applicant/permittee shall save, indemnify, and hold harmless the City, its officers, employees and agents against all liabilities which may accrue against the City arising from the errors or omissions and/or the failure of applicant/permittee to perform in accordance with this application, approved permit, plans and City Standards.
4. **PERMIT ON SITE:** This permit must be present at the work site at all times until all work related to the permit is completed and approved by the City.
5. **STANDARDS:** All work shall conform to the City of Reno [Standard Details](#), The City of Reno [Design Manual](#), the latest edition of the Standard Specifications for Public Works Construction ([SSPWC](#)) and/or the approved plans, whichever is most restrictive.
6. **DUMPSTERS:** Dumpsters must have retro-reflective cones placed around the street side perimeter of the dumpster. The dumpster MUST NOT block access to any properties or be placed within a restrictive parking area or placed within a red zone. Dumpster must be covered or emptied daily. Dumpster shall remain covered at all times when wind is strong enough to blow debris out of or off of the dumpster. Dumpster placement shall in no way impede vehicle site distance or create a hazard to vehicle travel. The City may at any time revoke this permit and require the immediate removal of the dumpster if the conditions of this permit are not adhered to.
7. **DUMPSTERS IN DOWNTOWN AREA:** Dumpster must be equipped with lockable lids and must be closed and locked when work is not actively taking place. All graffiti must be removed immediately. The City of Reno often hosts events in the downtown corridor and will require that the dumpsters are removed from the City Right-of-Way one day prior to the start of the event. For additional information on Special Events, reference the Special Events calendar at: <http://www.reno.gov>. Failure to follow the conditions of this permit may result in the revocation of this permit by the City of Reno.
8. **POD PLACEMENT:** The Permittee must place retro-reflective cones around the POD or container for the entire duration of encroachment into City Right-of-Way. The POD or container **must not** block access to any properties, be placed within a restrictive parking area or placed within a red zone. The City may at any time revoke this permit and require the immediate removal of the POD or container if the terms of this permit or Reno Municipal Code have been violated or public safety has been compromised.
9. **TRAFFIC CONTROL:** Permittee shall maintain access to businesses, schools and residents. Proper and adequate traffic control shall be in place, prior to commencement of any activity. All encroachments within public rights-of-way shall be used in accordance with the latest edition of the MUTCD, the Nevada Department of Transportation, Work Zone Traffic Control Handbook and Public Rights-of-Way Accessibility Guidelines. Work requiring a lane closure, sidewalk closure or road closure will require an ATSSA certified Traffic Control Plan.
10. **STOP WORK:** Upon acceptance of this permit the permittee agrees to comply with all City requests to halt all work activities associated with this permit and to immediately remove all traffic control, debris, supplies, equipment and materials from the City right of way. The City may require the permit holder to stop work and complete clean-up of work area, including any temporary asphalt patching, prior to any special events in the downtown and midtown areas.



(Effective 07/01/2024)

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

STAFF USE ONLY
REC'D _____
EAE24-

DUMPSTER AND STORAGE CONTAINER ENCROACHMENT PERMIT APPLICATION

Reno Municipal Code (RMC) 6.11

**Please Email applications to PWpermits@reno.gov
Permits are processed typically within 1-3 business days**

APPLICATION DATE: MM / DD / YY DELIVERY DATES: MM / DD / YY -TO- MM / DD / YY

ADDRESS: _____

NEAREST CROSS STREET: _____

DUMPSTER/CONTAINER DESCRIPTION
(HOW MANY / SIZE DIMENSION): _____

GENERAL TERMS: Applicant shall read and initial to acknowledge these general items

- 1) Placement of the dumpster/container shall not impact any City trees or parkway landscaping. _____
- 2) No travel lanes shall be impacted by placement. This includes, vehicle, bicycle or pedestrian sidewalks. _____
- 3) If parking meters are present, applicant will contact 775-657-4595 to order and pay for meter bags prior to dumpster/container delivery. _____
- 4) The City of Reno may require additional items such as an ATSSA traffic control plan, limit the permit length, reduce the amount of permitted containers, or deny permits to resolve any unforeseen impacts to the public right-of-way. _____

APPLICANT INFORMATION

Applicant is the: Home Owner Property Owner Renter
 Contractor Project Manager Authorized Agent Other _____

Name: _____	Cell Phone: _____
Company: _____	
Address: _____	City, State ZIP: _____
Email: _____	
Reno Business License #: _____	Contractor's License #: _____
If Applicable	If Applicable

FINANCIALLY RESPONSIBLE PARTY (PERMITTEE)

Skip this section if the Applicant is the financially responsible party

Name: _____	Cell Phone: _____
Company: _____	
Address: _____	City, State ZIP: _____
Email: _____	
Reno Business License #: _____	Contractor's License #: _____
If Applicable	If Applicable

STORAGE CONTAINER OR DUMPSTER COMPANY CONTACT INFORMATION

Representative's Name: _____	Phone: _____
Company: _____	
Address: _____	City, State ZIP: _____
Email: _____	
Reno Business License #: _____	Contractor's License #: _____
If Applicable	If Applicable

- (MANDATORY) Provide a detailed sketch of the work area and applicable traffic control.** The sketch must include street names with addresses, cross streets, and show the dimensions of proposed encroachments. Alternatively, a photo provided of the proposed location or a marked up screenshot from a mapping service such as Google Maps or Apple Maps may be acceptable.

If traffic control is required, it shall conform to the M.U.T.C.D. Part VI (latest edition). If deemed necessary by the City, an engineered and stamped construction drawing with appropriate agency approvals may be required.

PERMIT FEES

Residential Moving Storage Container & Dumpster (Weekly)	Weeks _____ X	\$60.00	\$ _____
TOTAL ESTIMATED PERMIT FEE			\$ _____

WORKING WITHOUT PERMIT: The total permit fee and applicable penalty fee as provided herein shall be **triple the amount** for the first offense. For the second offense the penalty will quadruple. Further violations may result in civil prosecution.

NO REFUNDS ARE TO BE ISSUED FOR PERMITS.

ONLINE PAYMENT AND EMAIL DELIVERY OF PERMIT IN PDF FORMAT CAN BE PERFORMED THE MORNING OF CONTAINER/DUMPSTER DELIVERY IF PERMIT IS APPLIED FOR IN ADVANCE.

IF CONTAINER/DUMPSTER LOCATION IS TO BE DECIDED DAY OF DELIVERY, AND THERE IS A CHANCE THE CONTAINER/DUMPSTER WILL BE IN PUBLIC RIGHT OF WAY (STREET), IT IS RECOMMENDED TO APPLY FOR A PERMIT AT ONLY ONE WEEK AT A TIME.

Encroachment Application Checklist

Failure to provide any of the information below will result in permit delays.

- Application is filled out completely, included authorized signature at the bottom.
- Sketch showing street names, addresses, location of proposed work, property lines and dimensions of proposed work area.
- City of Reno Parks Department has been notified if any City trees or landscaping may be impacted by the work. 334-2270

AUTHORIZED SIGNATURE (PERMITTEE) - _____

PRINTED NAME - _____