



ENCROACHMENT/EXCAVATION PERMIT APPLICATION
GENERAL CONDITIONS FOR CITY OF RENO
ENCROACHMENT & EXCAVATION 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 processed between 3-5 days for smaller projects and 3-5 weeks for larger. Incomplete permit applications may delay processing. 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 dependent 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. **USA 811:** All excavation work requires that USA North 811, 1(800) 642-2444, has been informed of proposed work prior to the start of any excavation activities.
5. **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.
6. **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.
7. **BEST MANAGEMENT PRACTICES (BMP):** Off-site impacts of erosion, sediment, construction materials and wastes shall be contained on the site where they cannot drain or be transported by storm water. BMPs shall be used for all construction sites and shall be in place prior to start of construction. All Contractors shall comply and maintain an [inspection checklist](#) onsite for review by State and local government inspectors. The City maintains the right to inspect any site of construction activity. If installed controls are placing the city at risk of violating its NPDES permit, the inspector may order change to the storm water controls. If the change is not acceptable or is not immediately executed, enforcement action may be taken.
8. **NOTICE:** A minimum of two (2) working days written notification shall be given to adjacent residents, businesses, Police and Fire Depts, paramedic/ambulance, and the Engineer, of planned street closures and when parking restrictions are required. Where work is being performed along Citifare bus routes, the Regional Transportation Commission shall also be notified. Notification shall state the date work will start with the hours and days to be worked. When construction will necessitate traffic control affecting access to any hospital, forty-eight (48) hours notification and coordination will be given **in person** mutually by the Contractor and the Engineer.
9. **INSPECTION:** Call Public Works (775) 334-2548 a minimum of 24 hours in advance to schedule all inspections for aggregate base, concrete forms and storm/sewer lateral installation and connections prior to tie-in, backfill, or concrete placement. Inspections for trenchless lateral rehabilitation must be scheduled within one working day after completion of the work.
10. **TRAFFIC CONTROL:** Contractor shall maintain access to businesses, schools and residents. Proper and adequate traffic control shall be in place, prior to start of any activity. The contractor is responsible for the placement and maintenance of signage at all times. 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.
11. **TUNNELING, BORING AND UNDERMINING:** Any construction work beneath existing concrete structures, such as, but not limited to sidewalks, curbs, gutters, driveway aprons, walls, street sections, etc. that are within the public right-of-way shall require the removal and replacement of the affected structure. Construction operations, such as, but not limited to tunneling, directional drilling, boring, etc. shall not be allowed under any of the above-stated structures, unless specifically authorized in writing by the City Engineer.

ENCROACHMENT/EXCAVATION PERMIT APPLICATION

- 12. SIGNALIZED INTERSECTION:** Call or email the signal shop at 334-1270, trafficsignals@reno.gov for signal loop and conduit locations. Notification of work potentially impacting traffic signals shall be made to the City a minimum 48 hrs in advance. Damaged loop detectors shall be repaired at the expense of the permittee within two working days.
- 13. TREE WORK PERMIT:** If excavation is within ten feet of an existing city tree or landscaping is to be placed in the city right-of-way, you must obtain a Tree Work Permit from the Urban Forester at 334-2270. Do not cut roots prior to obtaining a Tree Work Permit.
- 14. ASPHALT PATCHING:** All temporary patches shall be hot-mix asphalt a minimum of 3 inches thick and installed at the conclusion of each work shift.
- 15. 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
Phone: (775) 334-2548 | PWpermits@reno.gov

STAFF USE ONLY
REC'D
BONDED
INS. EXP
EAE24-

ENCROACHMENT & EXCAVATION PERMIT APPLICATION

Reno Municipal Code (RMC) 6.11 & 12.08

To All Applicants: Any person performing work with the City of Reno right-of-way must first obtain an encroachment and/or excavation permit. The permits are combined onto one form and will be issued simultaneously. Permits shall only be applied for and issued to Licensed, Insured and/or Bonded Professionals, or their authorized representatives. Applicants are encouraged to submit applications via email to PWpermits@reno.gov. Applications are reviewed in order received, smaller projects are processed within 3-5 business days, and 3-5 weeks for larger more complex projects. Any disturbed areas must be protected by Best Management Practices (BMPs). All work shall commence within 15 calendar days from issuance of permit or be subject to additional fee.

Timely processing of any permit is based upon the completeness of the information required on the application.

Application Date: MM/DD/YY Date Work to Start: MM/DD/YY Completion Date: MM/DD/YY

Section A – Contractors Information

Contractor: Contractor's Rep Name:
Phone: Cell Phone:
Address: City, State ZIP:
Email: Contractor's License #:
Reno Business License #:

Note: The Contractor is responsible for the payment of all fees and any under/over charge of fees will show as an adjustment in billing/refund to the Contractor listed on this application. The Contractor, is fully responsible for all subs, and for final restoration of the right of way to the satisfaction of the City Engineer.

Section B – Work Information

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)

DESCRIPTION OF WORK: check the applicable box and/or provide detail below

All Right-of-Way and Public Improvements Detailed within BLD/SIT Above OR Detail:

SUBCONTRACTORS AND SCOPE: list all subcontractors and their scope of work, scope can be detailed or selected from the following list:

- 1. Sewer 2. Storm Drain 3. Concrete 4. Asphalt 5. Landscaping 6. Gas Utility
7. Water Utility 8. Electric Utility 9. Telecomm Utility 10. Grading/Trench 11. Lighting/Signals 12. Traffic Ctrl/Stripe
Sub1/Scope: Sub2/Scope:
Sub3/Scope: Sub4/Scope:

WORK DETAIL

- Does the work involve a sewer lateral? yes no
 If yes what type: New Connection Full Replace Abandonment/Removal Spot Repair Lining
 Is work within 10' of City tree or landscaping? If yes, contact the Urban Forester at 334-2270 yes no
 Does work involve catch basins or drainage inlets? yes no
 Is the asphalt being removed? yes no

All temporary patches shall be hot-mix asphalt, installed at a minimum of 3" in depth.

TRAFFIC CONTROL AND DURATION

- 1) Are any traffic lanes being closed? yes no If yes, how many? _____ How Long (Day/Wk)? _____
 2) Is work in a travel lane yes no Is work in a bike lane? yes no
 3) Is work in a parking lane? yes no If yes, are parking meters affected? yes no
 4) Is work within 400' of signalized intersection? yes no If yes, are traffic loops affected? yes no

(MANDATORY) Provide a detailed sketch of the work area and applicable traffic control. The sketch must include street names with addresses, cross streets, location of drainage inlets and show the dimensions of proposed cuts. Traffic control 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.

Section C- Initial Fee Computation

All permanent asphalt paving to be completed by the City of Reno's permanent patch contractor.

PENALTY FEES:

The patch fee combined with the permit fee constitutes the total permit fee. A penalty fee is assessed when an opening is made in any street or alley on which the permanent surfacing is less than five (5) years old. Penalty fees specified in the RMC may vary slightly. Penalty fees start at 300% and reduce to 0% after the five-year period. Penalty fees - 300% the first year, 240% the second year, 180% the third year, 120% the fourth year and 60% the fifth year.

				Permit Base Fees			
Excavation Base Fee		\$219.00	\$	Encroachment Base Fee		\$184.00	\$
Sanitary Sewer Lateral Inspection Fee (new, replacement, exposed City main.)		\$77.00 ea	\$	Sanitary Sewer Lateral Rehab Inspection (trenchless, lateral lining)		\$202.00 ea	\$
Sidewalk Only- Remove and Replacement Permit		\$63.00	\$	Application Fee (per 1000 lf of work)		\$68.00	\$
Additional Inspection		\$138.00 ea	\$	Permit Base Fee Total			\$
Permanent Patch Fee		Estimate = (length + 1.5ft.) x (width + 1.5ft.)		Weekly Right of Way Usage Fees, after 7 days (as approved by City)			
Less than 500 sf.	Area	Unit Price	Total	# of Lanes	Lane/ week	Total	
	4" thickness _____ x	\$13.12	\$	Arterial & Collector Roadways- Travel Ln, Bike Ln, Parking Ln, Sidewalk _____ x \$108.00 \$			
	5" thickness _____ x	\$14.12	\$	Residential Roadways- Travel Ln, Bike Ln, Parking Ln, Sidewalk, Alley Way _____ x \$53.00 \$			
	6" thickness _____ x	\$15.12	\$				
	7" thickness _____ x	\$16.12	\$				
	8" thickness _____ x	\$17.12	\$				
Greater than 500 sf.	Area		Total	Signal Maintenance Fees			
	4" thickness _____ x	\$6.75	\$	Cabinet Testing	_____ x	\$877.00	\$
	5" thickness _____ x	\$7.75	\$	Fiber Splicing and Cabinet Termination	_____ x	\$548.00	\$
	6" thickness _____ x	\$8.75	\$	Cabinet Turn On	_____ x	\$1,079.00	\$
	7" thickness _____ x	\$9.75	\$				
	8" thickness _____ x	\$10.75	\$	Street Cut Penalty _____ % (see Penalty Fees at top of page)			
Mill and Overlay	Area		Total	Excavation Penalty Fee _____ \$			
	2" M/O (<500 sf.) _____ x	\$4.15	\$	Asphalt Penalty Fee _____ \$			
	2" M/O (>500 sf.) _____ x	\$4.05	\$				
Miscellaneous Charges			Total	Thermoplastic Street Markings			
	Manholes (each) _____ x	\$1,000.00	\$	12" Stop Bar-LF _____ x \$25.00 \$			
	Valves (each) _____ x	\$900.00	\$	24" Cross Walk-LF _____ x \$25.00 \$			
	Monuments (each) _____ x	\$700.00	\$	Words, Arrows, Symbols- Ea _____ x \$400.00 \$			
	Vaults (each) _____ x	\$1,000.00	\$	Total Estimated Permit Fee _____ \$			
	Loops (each) _____ x	\$800.00	\$				

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.

Encroachment and Excavation Application Checklist

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

- Detailed sketch showing street names, addresses, location of proposed work, property lines and dimensions of proposed cuts and work area.
- Work requiring a lane closure, sidewalk closure or road closure will require an ATSSA certified Traffic Control Plan included with this application. For short duration work on low volume residential roadways, a sketch of the traffic control to be used may be acceptable.
- Work requiring a sidewalk closure will require a plan showing the mitigation of pedestrian travel. Sidewalk closures in areas with high pedestrian traffic (University area, Downtown Reno, Mid-town District, etc.) may require the use of a protected pedestrian walk way or protective scaffolding when detours are not appropriate. Proposed plans must be included with this application.
- USA North 811- Call Before You Dig, has been informed of proposed work. 1(800) 642-2444
- Job related permits (Site Improvement, Tennant Improvement, Grading, etc.) have been approved by Community Development and are listed on this application. Failure to provide the correct permit information as related to the work on this permit application will result in delays to permitting.
- City of Reno Contractor’s Bond and Insurance information is correct and current. If not, provide new insurance information with this permit.
- City of Reno Business License is current. Call 775-334-2090 for more information.
- City of Reno Parks Department has been notified of any trees or landscaping within 10’ of proposed work.

AUTHORIZED SIGNATURE (Applicant) - _____

PRINTED NAME - _____

PERMIT APPLICATION REVIEW COMMENTS (To be completed by City Staff)