



**WASHOE COUNTY**  
**Community Services Department**  
**INTEGRITY COMMUNICATION SERVICE**

1001 East Ninth Street  
Reno, Nevada 89512  
Phone: (775) 328-3600  
Fax: (775) 328-3699

**ENCROACHMENT / EXCAVATION PERMIT APPLICATION**  
**Section 'A' – Permit Conditions**

**The undersigned is hereby applying for a permit to work in the Washoe County right-of-way at the site address as shown on this permit, subject to the provisions required by Chapters 85.058 through 85.115, inclusively, of the Washoe County Code and the following permit conditions as noted below:**

1. **ACCEPTANCE OF THE PROVISIONS:** It is understood and agreed by the Permittee that all conditions have been read and understood. The Permittee agrees to comply with all conditions.
2. **ACQUISITION OF PERMIT:** An Encroachment / Excavation (E/E) Permit shall be obtained prior to starting work within the Washoe County right-of-way (ROW). The Permittee shall be a utility company or contractor licensed, bonded, and insured to do work in Nevada. The purpose of the permit is to establish requirements for cutting, excavating, backfilling, restoring and maintaining public streets and alleys within the Washoe County ROW.
3. **BONDING AND INSURANCE:** An E/E Permit requires a \$5,000 performance bond on a form approved by the Washoe County District Attorney, together with proof of liability insurance in the combined single limit and aggregate amounts of \$1,000,000 and \$2,000,000, respectively, shall be immediately filed with the Community Services Department (CSD). If not bonded, contact the Engineering Division for the necessary documents. The contractors' Certificate of Liability Insurance shall include Washoe County as an additional insured in the 'Description of Operations' and all endorsements must be received by Washoe County CSD prior to E/E Permit issuance.
4. **UTILITY LOCATIONS:** USA North 811 – Call Before You Dig – shall be informed prior to any work under this E/E Permit.
5. **PERMIT TO REMAIN ONSITE:** The E/E Permit issued by CSD must remain at the job site at all times during construction in the Washoe County ROW.
6. **ADDITIONAL PERMITS:**
  - a. A Revocable Occupancy Permit is required for work including but not limited to; culvert pipe installation, driveway apron installation, or any obstacle constructed or placed within the Washoe County ROW.
  - b. A Utility Tap Permit must be obtained for each new or replaced sewer lateral.
7. **STANDARDS:**
  - a. All work shall conform to the Washoe County Standard Details, the latest edition of the Standard Specifications for Public Works Construction (SSPWC), and/or the approved plans, whichever is most restrictive.
  - b. The E/E Permit shall expire and become null and void if the excavation is not commenced within 15-calendar days from the date of the permit. The E/E Permit shall be valid for a period not to exceed 30-calendar days.
  - c. Excavated materials or any other construction materials and debris shall not be stockpiled in the County ROW.
  - d. Work hours shall be 7:00am to 5:00pm, Monday through Friday, unless pre-approved by the County Engineer.
8. **INSPECTION NOTIFICATION:**
  - a. The Permittee shall notify CSD, at streetexcav@washoecounty.us or 775-328-2042, a minimum of 24-hours prior to any work under this permit.
  - b. Any work performed without inspection or contrary to Washoe County Standard Details, SSPWC, or approved plans shall be deemed non-complying and will not be accepted by the County. Should the Permittee fail to obtain an E/E Permit, fail to request inspection, or violate any other provisions, CSD shall remedy any violation by means of Washoe County Code Chapter 85 Street Cut Ordinance and/or Chapter 125 Enforcement.
  - c. Washoe County shall make such inspections as may be deemed necessary of all work authorized by the E/E Permit. Retests for failed inspections and standby time shall be incurred by the Permittee.
9. **COUNTY'S REPAIR:**
  - a. Upon notification in writing from Washoe County of the necessity therefor, the Permittee shall adjust or remove the encroachment at their own expense, within 30-calendar days after receipt of such notice, unless the emergency of the situation requires the work to be done in a shorter time.
  - b. In the event the Permittee refuses or neglects to make good any loss or damage for which they are responsible under this permit, the County itself, or by the employment of others, make good any such loss or damage, and the cost and expense of doing so, including any reasonable engineering, legal and other consultant fees, and any costs of administrative and managerial services, shall be charged to the Permittee.
10. **TEMPORARY AND PERMANENT PATCHING:**
  - a. The Permittee is responsible for the payment of all fees and any under or over charge of fees will show as an adjustment in the final billing and/or refund to the Permittee listed on this application.
  - b. All temporary patches shall be hot-mix asphalt a minimum of 3-inches thick and must be installed within 24-hours after the trench is backfilled. Alternative patch materials may be permitted at the discretion of the County Engineer. It is the responsibility of the Permittee to maintain the temporary surfacing for a period not to exceed 90-calendar days after installation.
  - c. Portland Cement Concrete placement is the responsibility of the Permittee and must be installed prior to permit expiration.
  - d. The Permittee is responsible for readjusting manhole, valve, vault, and/or survey monument collars prior to permit expiration.
  - e. A negotiated reconstruction, including but not limited to grind and overlay, shall be determined by the County Engineer dependent upon the extent of the transverse and longitudinal excavations.
  - f. A Subsurface Utility Improvement Submittal is required for projects in excess of 500-lineal feet.
  - g. Permanent asphalt patching shall be performed by Washoe County unless special permission is granted by the County Engineer. The permanent patch shall be a minimum of 4-feet wide. The requirement and type of asphalt sealing shall be determined by the County Engineer.
11. **EMERGENCY REPAIR WORK:** Utility companies shall apply for an E/E Permit on the first business day after work has begun.
12. **SAFETY:**
  - a. Traffic control shall conform to The American Traffic Safety Services Association and the current Manual on Uniform Traffic Control Devices.
  - b. Safety standards shall conform to Occupational Safety and Health Administration requirements.
  - c. Stormwater Best Management Practices shall conform to the latest Construction Site Best Management Practices Handbook.
13. **INDEMNITY:**
  - a. The Permittee shall indemnify the County of Washoe and save it harmless from and against any and all liability for injury to persons or damage to properties whether said properties may belong to the Permittee, County or to third parties, which injury or damage is sustained by reason of any cause directly resulting from the exercise of the privilege herein granted.
  - b. The Permittee shall make any and all repairs to the facilities installed by authority give in this permit as soon as the need therefore arises and shall at all times maintain said facilities. The Permittee further agrees to indemnify the County of Washoe and save it harmless from and against any and all liability for damages to said facilities which may result from road maintenance operations.
14. **APPLICATION SUBMISSION:** Deliver or email this application to streetexcav@washoecounty.us. Engineering staff will verify the performance bond and insurance requirements and calculate the Initial Permit Fee. The Permittee shall deliver a check for the Initial Permit Fee to: Washoe County CSD, 1001 E. 9<sup>th</sup> Street, Reno, Nevada 89512. Once approved and the fees have been received, Washoe County will issue the E/E Permit.

**I, the undersigned, certify that I have read and understand the above Section 'A' – Permit Conditions and accept the Conditions as set forth:**

Signed By: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



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**ENCROACHMENT / EXCAVATION PERMIT APPLICATION**  
**Section 'B' – Contractor / Utility Company Information**

*Timely processing of this permit application is predicated upon the completeness of the required information.*

Application Date: \_\_\_\_\_ Date Work to Start: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

Contractor / Utility Company: \_\_\_\_\_ License No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Performance Bond Company: \_\_\_\_\_ Bond Expiration Date: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Is Washoe Co. Listed as Additionally Insured? YES  NO

**Section 'C' – Work Information**

Location of Work: (Exact address and/or intersecting streets)

\_\_\_\_\_

\_\_\_\_\_

Description of Work:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dimensions of Asphalt Excavated (Min.16 sq/ft): \_\_\_\_\_ Asphalt Depth: \_\_\_\_\_ Multiple Asphalt Cuts: YES  NO

Asphalt Curb / Berm Excavated: YES  NO  Asphalt Bike Path / Pedestrian Path Excavated: YES  NO

Asphalt Driveway Apron Installation: YES  NO  Stormwater Culvert Pipe Installation: ..... YES  NO

Concrete Form Installation: ..... YES  NO  If yes, lineal feet of curb, gutter, and/or sidewalk excavated: \_\_\_\_\_

Are any traffic lanes being closed: YES  NO  If yes, an approved M.U.T.C.D. Traffic Control Plan is required.

Are there any readjustments of Manhole, Valve, Vault, and/or Survey Monuments: ..... YES  NO

If yes, how many of each type: \_\_\_\_\_

Truckee Meadows Regional Stormwater Quality Management Program Required: ..... YES  NO

\_\_\_\_\_  
 Signature of Contractor / Utility Company Representative

\_\_\_\_\_  
 Date

