

INSPECTOR USE

PENALTY _____

AGE _____

% PENALTY _____

SIGNATURE _____

ENCROACHMENT/EXCAVATION PERMIT APPLICATION**(Revised 01/01/2013)****CITY OF RENO – PUBLIC WORKS DEPARTMENT**One East First Street – 8th Floor

P. O. Box 1900 Reno, NV 89505

Phone: (775) 334-2548 Fax (775) 334-1226

capproj@reno.gov

STAFF USE ONLY

REC'D _____

BONDED _____

INS. EXP _____

LICENSE _____

EAE13-

Date of Application _____

To All Applicants: Sections 6.11 and 12.08 of the Reno Municipal Code require any person performing work within the City of Reno right-of-way to first obtain and encroachment and/or excavation permit. The permits are combined onto one application form and will be issued simultaneously. ***Please allow two to three business days for processing. If work is located in the Downtown area or on an arterial or collector street, the review process make take up to two weeks depending on special conditions and traffic control requirements. Per Stormwater Pollution Prevention Plan (SWPPP) regulations, any disturbed area that has a potential to distribute a pollutant into the Municipal Separate Storm Drain System(MS4) must be protected by Best Management Practices (BMP's)***

Timely processing of any permit is predicated upon the completeness of the information required on this application, as well as receipt and acceptance of the proper excavation bond and insurance.

Section A- Location of Proposed Work

Address of Work: _____ Date Work to Start: _____

Nearest Cross Street: _____ Completion Date: _____

Description of Work: _____

Section B- Contractor/ Owner Information

Contractor: _____ Contractor's Rep: _____

Phone: _____ Cell phone: _____

Address: _____ City, State ZIP: _____

Fax: _____ Contractor's License #: _____

Note: 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.

Owner: _____ Parcel Number: _____

Current Building Permit(s)# _____

Phone: _____ (BLD): _____

Address: _____ Name of Project _____
(as shown on building plans): _____

Fax: _____ Engineer of Record: _____

Section C- Work InformationDoes the work involve installing, removing replacing rehabilitating or repairing a sanitary sewer lateral? ☐ yes ☐ no

If yes, then what is the type of work will be performed? _____

Is work within 10' of City tree or landscaping? If yes, contact the Urban Forester at 334-2270 ☐ yes ☐ noDoes work involve catch basins or drainage inlets? ☐ yes ☐ noIs the asphalt being removed on an Arterial/Collector? ☐ yes ☐ no**If yes then all temporary patches shall be min. 3" thick of hot-mix asphalt.****TRAFFIC CONTROL**Are any traffic lanes being closed? ☐ yes ☐ no If so, how many? _____ How Long? _____Is work in a travel lane? ☐ yes ☐ no Parking Lane? ☐ yes ☐ no Parking Meters affected? ☐ yes ☐ noIs work within 400' of signalized intersection? ☐ yes ☐ no Traffic Loops affected? ☐ yes ☐ no**Damaged loop detectors shall be repaired within two working days and maintained until permanent patch is placed.**

(MANDATORY). Provide an 8 1/2" X 11" detailed sketch of the work area and applicable traffic control. The sketch must include street names with addresses as well as cross streets, location of drainage inlets and show all dimensions of proposed cuts. Traffic control shall conform to the M.U.T.C.D., Part VI (latest edition).

Section D- Initial Fee Computation

City of Reno Permanent Patch Contractor to complete permanent patch work.

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% over 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.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Excavation Base Fee</td> <td style="width: 20%; text-align: right;">\$156.00</td> <td style="width: 20%; text-align: right;">\$</td> </tr> <tr> <td colspan="3" style="height: 20px;"></td> </tr> <tr> <td>Sanitary Sewer Lateral Connection Inspection Fee (new, replacement, removal)</td> <td style="text-align: right;">_____ X \$113.00</td> <td style="text-align: right;">\$</td> </tr> <tr> <td colspan="3" style="height: 20px;"></td> </tr> <tr> <td>Permanent Patch Fee</td> <td colspan="2" style="text-align: right;">Area=(length +1.5ft.) x (width + 1.5ft.)</td> </tr> <tr> <td style="text-align: center;">Less than 500 sf.</td> <td style="text-align: center;">Area</td> <td style="text-align: center;">Unit Price</td> </tr> <tr> <td style="text-align: center;">Total</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">4" thickness</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$9.50</td> </tr> <tr> <td style="text-align: right;">5" thickness</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$9.75</td> </tr> <tr> <td style="text-align: right;">6" thickness</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$10.00</td> </tr> <tr> <td style="text-align: right;">7" thickness</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$10.25</td> </tr> <tr> <td style="text-align: right;">8" thickness</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$10.50</td> </tr> <tr> <td style="text-align: right;">For each additional inch</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$0.25</td> </tr> <tr> <td style="text-align: center;">Greater than 500 sf.</td> <td style="text-align: center;">Area</td> <td style="text-align: center;">Total</td> </tr> <tr> <td style="text-align: right;">4" thickness</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$7.25</td> </tr> <tr> <td style="text-align: right;">5" thickness</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$7.50</td> </tr> <tr> <td style="text-align: right;">6" thickness</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$7.75</td> </tr> <tr> <td style="text-align: right;">7" thickness</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$8.00</td> </tr> <tr> <td style="text-align: right;">8" thickness</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$8.25</td> </tr> <tr> <td style="text-align: right;">For each additional inch</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$0.25</td> </tr> <tr> <td style="text-align: center;">Mill and Overlay</td> <td style="text-align: center;">Area</td> <td style="text-align: center;">Total</td> </tr> <tr> <td style="text-align: right;">2" Cold Mill (<500 sf.)</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$0.50</td> </tr> <tr> <td style="text-align: right;">2" Cold Mill (>500 sf.)</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$0.50</td> </tr> <tr> <td style="text-align: right;">2" Overlay</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$0.25</td> </tr> <tr> <td style="text-align: center;">Miscellaneous Charges</td> <td></td> <td style="text-align: center;">Total</td> </tr> <tr> <td style="text-align: right;">Manholes (each)</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$400.00</td> </tr> <tr> <td style="text-align: right;">Valves (each)</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$450.00</td> </tr> <tr> <td style="text-align: right;">Monuments (each)</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$350.00</td> </tr> <tr> <td style="text-align: right;">Loops (each)</td> <td style="text-align: right;">_____ X</td> <td style="text-align: right;">\$450.00</td> </tr> </table>	Excavation Base Fee	\$156.00	\$				Sanitary Sewer Lateral Connection Inspection Fee (new, replacement, removal)	_____ X \$113.00	\$				Permanent Patch Fee	Area=(length +1.5ft.) x (width + 1.5ft.)		Less than 500 sf.	Area	Unit Price	Total			4" thickness	_____ X	\$9.50	5" thickness	_____ X	\$9.75	6" thickness	_____ X	\$10.00	7" thickness	_____ X	\$10.25	8" thickness	_____ X	\$10.50	For each additional inch	_____ X	\$0.25	Greater than 500 sf.	Area	Total	4" thickness	_____ X	\$7.25	5" thickness	_____ X	\$7.50	6" thickness	_____ X	\$7.75	7" thickness	_____ X	\$8.00	8" thickness	_____ X	\$8.25	For each additional inch	_____ X	\$0.25	Mill and Overlay	Area	Total	2" Cold Mill (<500 sf.)	_____ X	\$0.50	2" Cold Mill (>500 sf.)	_____ X	\$0.50	2" Overlay	_____ X	\$0.25	Miscellaneous Charges		Total	Manholes (each)	_____ X	\$400.00	Valves (each)	_____ X	\$450.00	Monuments (each)	_____ X	\$350.00	Loops (each)	_____ X	\$450.00	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Encroachment Base Fee</td> <td style="width: 20%; text-align: right;">\$139.00</td> <td style="width: 20%; text-align: right;">\$</td> </tr> <tr> <td colspan="3" style="height: 20px;"></td> </tr> <tr> <td>Encroachment Fee for Sewer Lateral Rehab (trenchless, lateral lining)</td> <td style="text-align: right;">_____ X \$226.00</td> <td style="text-align: right;">\$</td> </tr> <tr> <td colspan="3" style="height: 20px;"></td> </tr> <tr> <td colspan="3">Lane Usage Fees – Weekly, after 7 days (as approved by the City)</td> </tr> <tr> <td style="text-align: center;">Per Lane</td> <td style="text-align: center;">Total</td> <td></td> </tr> <tr> <td style="text-align: right;">Arterial _____ X</td> <td style="text-align: right;">\$83.00</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;">Collector _____ X</td> <td style="text-align: right;">\$21.00</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;">Alley _____ X</td> <td style="text-align: right;">\$4.00</td> <td style="text-align: right;">\$</td> </tr> <tr> <td colspan="2">TOTAL LANE USAGE FEES</td> <td style="text-align: right;">\$</td> </tr> <tr> <td colspan="3" style="height: 20px;"></td> </tr> <tr> <td colspan="3">Signal Maintenance Fees</td> </tr> <tr> <td style="text-align: center;">Per EA</td> <td style="text-align: center;">Total</td> <td></td> </tr> <tr> <td style="text-align: right;">Cabinet Testing _____ X</td> <td style="text-align: right;">\$1,015.00</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;">Fiber Splicing and Cabinet Termination _____ X</td> <td style="text-align: right;">\$609.00</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;">Cabinet Turn On _____ X</td> <td style="text-align: right;">\$1,726.00</td> <td style="text-align: right;">\$</td> </tr> <tr> <td colspan="2">TOTAL SIGNAL MAINTENANCE FEES</td> <td></td> </tr> <tr> <td colspan="3" style="height: 20px;"></td> </tr> <tr> <td colspan="3">Street Cut Penalty (as determined by the City)</td> </tr> <tr> <td></td> <td style="text-align: right;">_____ %</td> <td style="text-align: right;">_____</td> </tr> <tr> <td colspan="3" style="height: 20px;"></td> </tr> <tr> <td>Total Estimated Permit Fee</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">_____</td> </tr> </table>	Encroachment Base Fee	\$139.00	\$				Encroachment Fee for Sewer Lateral Rehab (trenchless, lateral lining)	_____ X \$226.00	\$				Lane Usage Fees – Weekly, after 7 days (as approved by the City)			Per Lane	Total		Arterial _____ X	\$83.00	\$	Collector _____ X	\$21.00	\$	Alley _____ X	\$4.00	\$	TOTAL LANE USAGE FEES		\$				Signal Maintenance Fees			Per EA	Total		Cabinet Testing _____ X	\$1,015.00	\$	Fiber Splicing and Cabinet Termination _____ X	\$609.00	\$	Cabinet Turn On _____ X	\$1,726.00	\$	TOTAL SIGNAL MAINTENANCE FEES						Street Cut Penalty (as determined by the City)				_____ %	_____				Total Estimated Permit Fee	\$	_____
Excavation Base Fee	\$156.00	\$																																																																																																																																																								
Sanitary Sewer Lateral Connection Inspection Fee (new, replacement, removal)	_____ X \$113.00	\$																																																																																																																																																								
Permanent Patch Fee	Area=(length +1.5ft.) x (width + 1.5ft.)																																																																																																																																																									
Less than 500 sf.	Area	Unit Price																																																																																																																																																								
Total																																																																																																																																																										
4" thickness	_____ X	\$9.50																																																																																																																																																								
5" thickness	_____ X	\$9.75																																																																																																																																																								
6" thickness	_____ X	\$10.00																																																																																																																																																								
7" thickness	_____ X	\$10.25																																																																																																																																																								
8" thickness	_____ X	\$10.50																																																																																																																																																								
For each additional inch	_____ X	\$0.25																																																																																																																																																								
Greater than 500 sf.	Area	Total																																																																																																																																																								
4" thickness	_____ X	\$7.25																																																																																																																																																								
5" thickness	_____ X	\$7.50																																																																																																																																																								
6" thickness	_____ X	\$7.75																																																																																																																																																								
7" thickness	_____ X	\$8.00																																																																																																																																																								
8" thickness	_____ X	\$8.25																																																																																																																																																								
For each additional inch	_____ X	\$0.25																																																																																																																																																								
Mill and Overlay	Area	Total																																																																																																																																																								
2" Cold Mill (<500 sf.)	_____ X	\$0.50																																																																																																																																																								
2" Cold Mill (>500 sf.)	_____ X	\$0.50																																																																																																																																																								
2" Overlay	_____ X	\$0.25																																																																																																																																																								
Miscellaneous Charges		Total																																																																																																																																																								
Manholes (each)	_____ X	\$400.00																																																																																																																																																								
Valves (each)	_____ X	\$450.00																																																																																																																																																								
Monuments (each)	_____ X	\$350.00																																																																																																																																																								
Loops (each)	_____ X	\$450.00																																																																																																																																																								
Encroachment Base Fee	\$139.00	\$																																																																																																																																																								
Encroachment Fee for Sewer Lateral Rehab (trenchless, lateral lining)	_____ X \$226.00	\$																																																																																																																																																								
Lane Usage Fees – Weekly, after 7 days (as approved by the City)																																																																																																																																																										
Per Lane	Total																																																																																																																																																									
Arterial _____ X	\$83.00	\$																																																																																																																																																								
Collector _____ X	\$21.00	\$																																																																																																																																																								
Alley _____ X	\$4.00	\$																																																																																																																																																								
TOTAL LANE USAGE FEES		\$																																																																																																																																																								
Signal Maintenance Fees																																																																																																																																																										
Per EA	Total																																																																																																																																																									
Cabinet Testing _____ X	\$1,015.00	\$																																																																																																																																																								
Fiber Splicing and Cabinet Termination _____ X	\$609.00	\$																																																																																																																																																								
Cabinet Turn On _____ X	\$1,726.00	\$																																																																																																																																																								
TOTAL SIGNAL MAINTENANCE FEES																																																																																																																																																										
Street Cut Penalty (as determined by the City)																																																																																																																																																										
	_____ %	_____																																																																																																																																																								
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.

Encroachment and Excavation Application Checklist

- ☐ 8 ½" x 11" sketch showing street names, addresses, location of proposed work, property lines and dimensions of proposed cuts.
- ☐ Traffic Control Plan shown on sketch. **Any work within an Arterial or Collector street will require an ATSSA certified Traffic Control Plan.**
- ☐ USA North- Call before you dig, has been informed of proposed work. 1(800)227-2600
- ☐ Job related permits (Site Improvement, T.I's, Grading etc.) have been approved by Community Development and are listed on this application.
- ☐ Contractor's Bond and Insurance information is current. If not, provide new insurance information with this permit.
- ☐ City of Reno Parks Department has been notified of any trees or landscaping within 10' of proposed work.

AUTHORIZED SIGNATURE (Applicant) - _____

PRINTED NAME - _____

Permit Review Comments

(To be Completed By City Staff)



**PUBLIC WORKS DEPARTMENT
ENCROACHMENT & EXCAVATION PERMIT
REQUIREMENTS IN
PUBLIC RIGHT-OF-WAY EASEMENTS**

1. The encroachment and excavation permits issued by the Public Works Department **MUST** be at the job site **AT ALL TIMES** during construction and encroachment in the public right-of-way.
2. An excavation permit, encroachment permit and traffic control plan must be approved prior to starting work within the public right-of-way.
3. A minimum of two (2) working days written notification shall be given to adjacent residents, businesses, Police and Fire Departments, 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 in similar fashion. Such notification shall be made separately for each work site and shall be made each time work commences at that site when operations are intermittent. This notification shall state the date work will commence and 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.
4. ***INSPECTIONS MUST BE SCHEDULED 24 HOURS IN ADVANCE FOR THE FOLLOWING ITEMS:***
 - Aggregate base, and form placement for all concrete items of work
 - Installation, repair or rehabilitation of all sewer lines, sewer laterals, storm drain lines and laterals

Call Public Works Engineering at (775) 334-2548 to schedule all inspections.

All inspections for base, forms and lateral connections must be completed 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.

5. If excavation is ***WITHIN 400' OF A TRAFFIC SIGNAL OR ANY SIGNALIZED INTERSECTION***, call the signal shop at 334-2256 for signal loop and conduit locations. Damaged loop detectors shall be repaired within two working days.
6. If excavation is located on an ***ARTERIAL OR COLLECTOR STREET***, all temporary patches shall be hot-mix asphalt a minimum of 3 inches thick.
7. If excavation is ***WITHIN TEN FEET OF AN EXISTING CITY TREE AND/OR LANDSCAPING WILL BE PLACED ON 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.
8. Any construction work beneath existing concrete structures, such as, but not limited to sidewalks, curbs, gutters, driveway aprons, walls, etc. that are within the public right-of-way shall require the removal and replacement of the affected concrete structure. Construction operations, such as, but not limited to tunneling, directional drilling, boring, etc. **SHALL NOT** be allowed under any of the above-stated concrete structures, unless specifically authorized in writing by the Engineer.
9. Off-site impacts of erosion and sedimentation from a construction site are prohibited and polluting substances such as construction materials and wastes shall be contained on the site where they cannot drain or be transported by storm water into a water body, channel or storm drain. **BEST MANAGEMENT PRACTICES SHALL BE IMPLEMENTED FOR ALL CONSTRUCTION SITES.** All BMP's shall be in place prior to commencing construction. All Contractors' shall comply and maintain an inspection checklist (see attached Construction Site Inspection Checklist). The checklist shall be onsite for review by State and local government inspectors. The Contractor shall inspect the site at a minimum weekly, prior to forecasted rain events and within 24 hours of any rain event that creates runoff at the site. The City of Reno maintains the right to inspect any site of construction activity. If an inspector determines the installed storm water 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 implemented, enforcement action may be taken.

TRUCKEE MEADOWS REGIONAL STORMWATER QUALITY MANAGEMENT PROGRAM

CONSTRUCTION SITE INSPECTION CHECKLIST

The contractor or other responsible party shall inspect the site at a minimum weekly, prior to forecasted rain events and within 24 hours of any rain event that creates runoff at the site. Inspection checklists shall be maintained onsite for review by State and local government inspectors.

Project Name
and File Number: _____
Project Location: _____

Date: _____ **Inspected by:** _____
(Name and Company)

Type of Inspection: ☐ Routine ☐ Pre-Storm ☐ Post-Storm

Yes No N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Has there been rain since the last inspection? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are roadways, storm drains, watercourses or swales or channels leading offsite free of sedimentation? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Have all denuded areas requiring temporary or permanent stabilization been stabilized? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Does the stabilization BMP cover the area intended? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are all sediment barriers (e.g. sandbags, silt fences) in place? Are they installed and functioning correctly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. If sediment basins are used, is there 50% or more capacity remaining? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Are water diversion structures functioning adequately with appropriate outlet protection and no evidence of erosion from their discharge? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Are onsite channels stabilized? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Do all onsite and adjacent storm drain inlets have inlet protection? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Are all watercourse and vegetation protection measures in place and adequately maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are all materials and equipment not in use located in designated storage and maintenance areas? |

TRUCKEE MEADOWS REGIONAL STORMWATER QUALITY MANAGEMENT PROGRAM

CONSTRUCTION SITE INSPECTION CHECKLIST (Cont)

- ☐ ☐ ☐ 12. Are all material and equipment storage and maintenance areas reasonably clean and free of spills, leaks or other sources of potentially polluting materials?
- ☐ ☐ ☐ 13. Are all BMPs installed according to the specifications in the Truckee Meadows Construction Site BMP Handbook?
- ☐ ☐ ☐ 14. Are all the BMPs functioning properly and adequately maintained?
- ☐ ☐ ☐ 15. Are the BMPs being utilized adequate to manage erosion, sedimentation and other construction site pollutants?

If you answered NO to any of the above questions (except Number 1), describe any corrective actions that must be taken to remedy the problem and when the corrective action is to be taken.

Checklist Item	Corrective Action Needed	Date to be Completed

