



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:

- a. 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:

- a. 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 encroaching, cutting, excavating, backfilling, restoring, and maintaining public streets and alleys within the Washoe County ROW.

3. BONDING AND INSURANCE:

- a. 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. PERMIT TO REMAIN ONSITE:

- a. The Permit issued by CSD must always remain at the work site location in the Washoe County ROW.

5. 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.

6. 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.



7. TEMPORARY TRAFFIC CONTROL:

- a. Temporary Traffic control is required for all Encroachments in the Washoe County ROW and a Traffic Control Plan shall be submitted and approved prior to the issuance of an E/E permit.
- b. Traffic control shall conform to The American Traffic Safety Services Association (AASHTO), the current Manual on Uniform Traffic Control Devices (MUTCD) and Washoe County Code.
- c. Hand drawn Traffic Control Plans will not be accepted.

8. WORK START and INSPECTION NOTIFICATION:

- a. The Permittee shall notify CSD, at **DL_PublicWorks_StreetExcavation@washoecounty.gov** or **775-954-4601**, 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 for existing PPC appurtenances is the responsibility of the Permittee and must be installed prior to permit expiration.
- d. A negotiated reconstruction, including but not limited to grind, overlay and slurry seal, shall be determined by the County Engineer, dependent upon the extent of transverse and longitudinal excavations and issued as a Special Condition to the E/E Permit.
- e. A Subsurface Utility Improvement Submittal is required for projects extending more than 500-lineal feet. A negotiated reconstruction, including but not limited to grind, overlay and slurry seal, shall be determined by the County Engineer dependent upon the extent of the transverse and longitudinal excavations needed for the utility improvement.



11. VIOLATIONS AND PENALTIES:

- a. The Permittee shall be penalized double the permit fee due to failure of notification of performed work and or any Encroachment/Excavation in the Washoe County ROW without an issued E/E Permit.

12. UTILITY LOCATIONS:

- a. USA North 811 – Call Before You Dig – shall be informed prior to any work under this E/E Permit.

13. EMERGENCY REPAIR WORK:

- a. Utility companies shall apply for an E/E Permit on the first business day after emergency work has begun.
- b. A time stamped photo of the temporary asphalt patch and area surrounding the repair must be submitted with the E/E application.

14. SAFETY:

- a. Safety standards shall conform to Occupational Safety and Health Administration (OSHA) requirements.
- b. Stormwater Best Management Practices shall conform to the latest Construction Site Best Management Practices Handbook.

15. 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 all repairs to the facilities installed by authority given in this permit as soon as the need therefore arises and shall always maintain said facilities. The Permittee further agrees to indemnify the County of Washoe and save it harmless from and against all liability for damages to said facilities which may result from road maintenance operations.

16. APPLICATION SUBMISSION:

- a. Deliver or email this application to DL_PublicWorks_StreetExcavation@washoecounty.gov. 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. 9th 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: _____



ENCROACHMENT / EXCAVATION PERMIT APPLICATION

Section 'B' – Contractor / Utility Company Information

The 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 sqft): _____ 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 ☐ Storm water Culvert Pipe Installation: YES ☐ NO ☐

Concrete Form Installation: YES ☐ NO ☐ If yes, lineal feet of curb, gutter, and/or sidewalk excavated: _____

Temporary Traffic Control Included: YES ☐ NO ☐ M.U.T.C.D. Traffic Control Plan is required for all ROW Encroachments.

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



ENCROACHMENT / EXCAVATION PERMIT APPLICATION

Section 'D' - Provide an 8 ½" x 11" detailed sketch of the work area and or Contract Drawings.

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 latest edition of the M.U.T.C.D. If deemed necessary by the County, an engineered and stamped construction drawing with appropriate agency approvals may be required.
