



Public Works/Engineering
 595 SILVER LACE BLVD, FERNLEY, NV 89408 (775)-784-9910

ENCROACHMENT/EXCAVATION PERMIT APPLICATION

PERMIT APPLICATIONS, PLANS OR SUPPORTING DOCUMENTATION THAT IS INCOMPLETE, ILLEGIBLE OR SUBMITTED IN PENCIL WILL NOT BE ACCEPTED. PLEASE PRINT CLEARLY USING PERMANENT INK.

For utilities applying for a blanket permit please fill out Applicant info, include a permit fee, and copy of insurance.

APPLICANT'S INFO:	APPLICANT'S NAME:		ROLE: <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER:		
	CITY OF FERNLEY BUSINESS LIC. NO.:				
	NV CONTRACTORS LIC. NO. AND CLASS:				
	COMPANY:				
	ADDRESS:			BUILDING OR SUITE NO.:	
	CITY:		STATE:	ZIP CODE:	
	PHONE:	CELL:	FAX:	EMAIL:	
PARCEL INFO:	ASSESSOR PARCEL NO. (APN):			FLOOD ZONE: <input type="checkbox"/> YES <input type="checkbox"/> NO	
	PARCEL OWNER:				
	PROJECT ADDRESS:			BUILDING OR SUITE NO.:	
	CITY:		STATE:	ZIP CODE:	
	SUBDIVISION:		BLOCK:	LOT NO.:	
	TOTAL LOT AREA:	ZONING:	SETBACKS – FRONT:	SIDES:	REAR: / CORNER PARCEL:
PERMIT / PROJECT INFORMATION:	PURPOSE OF ENCROACHMENT:				
	SIZE OF ENCROACHMENT:		START WORK DATE:	WORK COMPLETE DATE:	
	DESCRIPTION OF WORK:				
NDEP Permit #		Exemption:			
FOR BUILDING DIVISION USE ONLY					
FILING DATE:	BY:	ISSUED BY:	DATE:	TOTAL PERMIT FEE	\$
ENCROACHMENT PERMIT NO.:				REFUNDABLE BOND	\$
				EARLY STREET CUT PENALTY FEE	\$
				BLANKET PERMIT FEE	\$
				EXTENSION BEFORE EXPIRATION	\$
				EXTENSION AFTER EXPIRATION	\$
				WATER CONNECTION FEE	\$
				SEWER CONNECTION FEE	\$
				WATER DEPOSIT AND METER FEE	\$
				SEWER DEPOSIT	\$
				WORKING WITHOUT PERMIT	\$
				TOTAL	\$

Section A – Work Information

Is this application for an annual/blanket permit? If yes, stop here. ____yes ____no
 Does the work involve installing, removing or repairing a water line? ____yes ____no

If yes, then a water connection fee will need to be paid and a new customer form completed.

Does the work involve installing, removing or repairing a sanitary sewer lateral? ____yes ____no

If yes, then a sewer connection fee will need to be paid and a new customer form completed.

Does the work involve catch basins or drainage inlets? ____yes ____no

Is asphalt being removed on any street? ____yes ____no

If yes, then all permanent patches shall be a minimum of 3” thick of hot-mix asphalt. Temporary patches shall comply with Section 3.2.19 of City of Fernley Public Works Design Standards. Method of temporary patching/plating must be approved by Public Works.

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

Is 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.

Section B – Fee Computation

1. Early Street Cut Penalty Fee

Street excavation on streets which permanent surfacing is less than five (5) years old is subject to a penalty fee. The penalty fee shall be 300% and reduce to 0% over 5 years from the date of acceptance of the surfacing. The penalty fee will start at 300% of the permit fee and reduce by 60% each year on the annual anniversary of the date of the surfacing acceptance. The fee will therefore be at 300% the first year, 240% the second year, 180% the third year, 120% the fourth year and 60% the fifth year.

2. Working Without Permit

The total base and applicable penalty fees as provided herein shall be **triple the amount** for the first offense. For the second offense the penalty will be the amount **quadrupled**. Further violations may result in civil prosecution as damage to public property.

3. Annual/Blanket Permit

Utility companies are eligible to apply for a blanket permit instead of individual permits. **Annual cost is \$3200** from June 30 to June 30. Under a blanket permit, the utility or its designee will still be required fill out encroachment permits when they are working in the right of way but they will be exempt from the fees and bonding.

4. Extension fees

If a permit is extended prior to expiration of the permit then the fee is: \$20. If the permit is extended after the expiration date then the fee is \$125

Non-Refundable Fees:

IMPORTANT: Please fill out the total area of encroachment and applicable cut and excavation fees. If they are not filled out they will be estimated by Staff and charged to the permit.

Total Area of Encroachment: _____ (sq. ft)

Encroachment Permit:

Encroachment Base Permit fee: **\$300**

Cut Fee:

Inspection fee (cut less than 100 sq. ft): **↑\$125**
 Inspection fee (cut more than 100 sq. ft)† **\$125 + \$0.50 x (_____sq. ft. – 100 sq. ft)**
= \$ _____

Excavation Fee:

Inspection fee (excav. less than 100 sq. ft): **\$125**
 Inspection fee (excav. more than 100 sq. ft): **\$125 + \$0.50 x (_____sq. ft. – 100 sq. ft)**
= \$ _____

Total Permit Fees: = \$ _____

Penalty Fee (as determined by the city): = \$ _____

Blanket Permit Fee: **\$3200** (if applicable): = \$ _____

Extension Fee before expiration: **\$20** (if applicable): = \$ _____

Extension Fee after expiration: **\$125** (if applicable): = \$ _____

Total Non-Refundable Fees: = \$ _____

Refundable Bond:

Less than 100 sq. ft of disturbance: **\$500**

More than 100 sq. ft of disturbance: **\$500 + \$10 x (_____ sq. ft. – 100 sq. ft)**
= \$ _____

Subtotal: = \$ _____

Total Refundable Bond:* = \$ _____

90% of Refundable Cash Bond will be refunded after project completion.
The additional 10% will be refunded after the 1 year warranty.

Grand Total (Refundable + Non-Refundable) = \$ _____

Certificates of Insurance (COI):

Encroachment: General Liability \$ _____ / \$ _____

Cut: General Liability \$ _____ / \$ _____

Excavation: General Liability \$ _____ / \$ _____

Section C – Attachments

ROADCUTS / EXCAVATIONS PERMIT APPLICATION CHECKLIST

1. Provide an 8 ½"x 11" detailed drawing of the work area. The drawing must include true north, street names and addresses as well as cross streets, location of drainage inlets and show all dimensions of proposed cuts.
2. Any work requiring a lane or road closure will require an ATSSA certified Traffic Control Plan included with the application. For short duration (less than 8 hours/normal workday) on low volume residential roadways, a sketch of the traffic control to be used may be acceptable.
3. Copy of comprehensive general liability insurance of limits not less than the following:
 - Encroachment: To be determined by Public Works but no less than 100,000/200,000.
 - Cut: To be determined by Public Works but no less than 500,000/1,000,000.
 - Excavation: To be determined by Public Works but no less than 500,000/1,000,000.
4. State and City of Fernley business license is current. Call 775.784.9830 for more information.
5. City of Fernley [Security Deposit Application](#) is completed and included along with a bond for the work.
6. Other job-related permits (Tenant Improvement, Grading, Sign Permit, etc) have been approved by the City of Fernley and are included with the application.
7. USA North 811-Call Before You Dig has been informed of the proposed work. USA# _____.

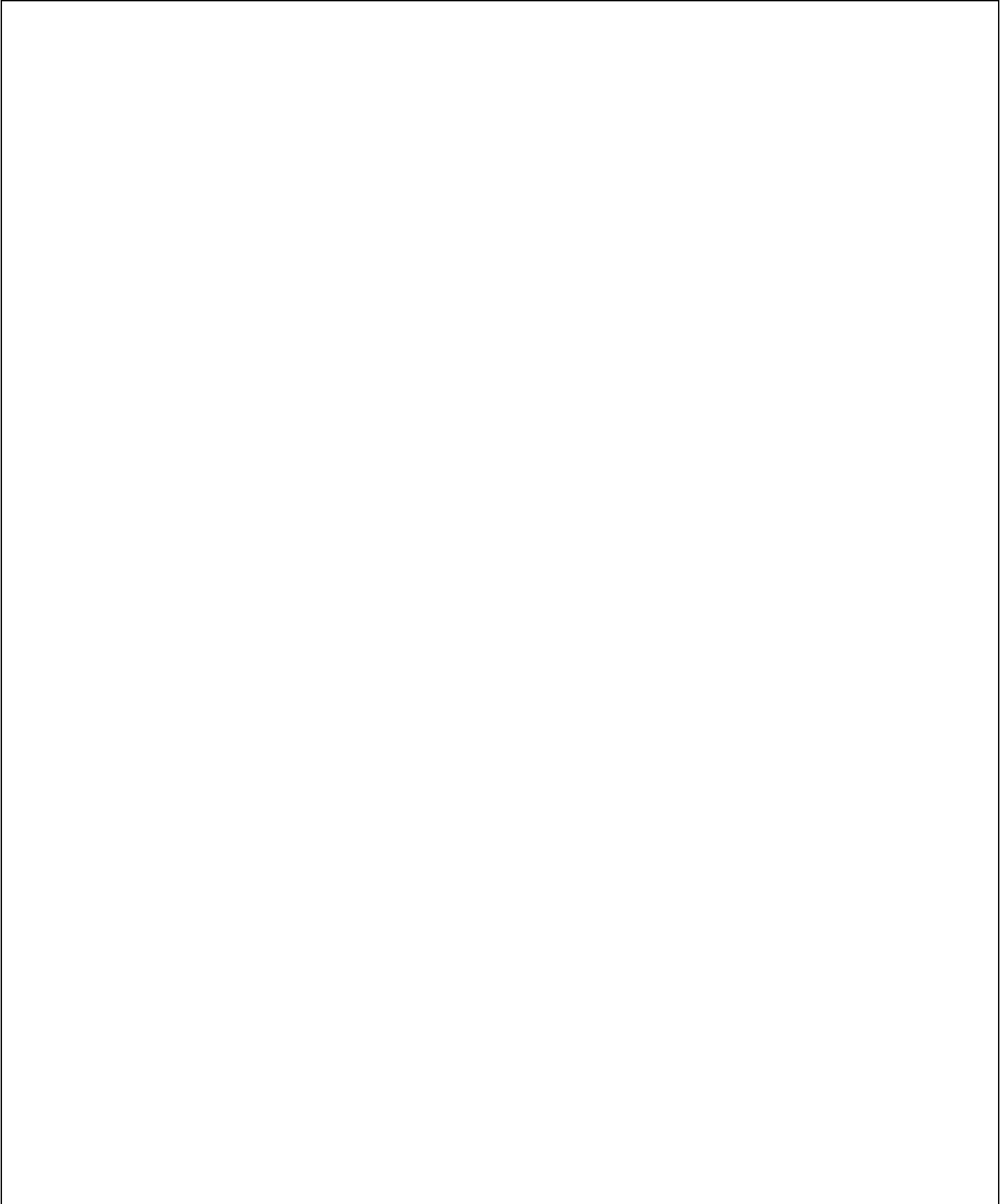
ENCROACHMENTS

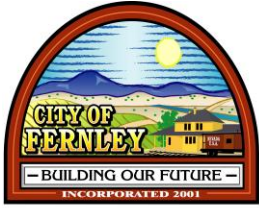
1. Concise description of work to be completed.
2. Name of property owner abutting portion of Right-of-Way upon which encroachment is to be made.
3. Legal description, assessor's parcel map, deed, final map or any other documents representing the true and correct location of property abutting Right-of-Way.
4. Provide an 8 ½"x 11" detailed drawing of the work area. The drawing must include true north, street names and addresses as well as cross streets, location of drainage inlets and show all dimensions of proposed cuts.

5. Any work requiring a lane or road closure will require an ATSSA certified Traffic Control Plan included with the application. For short duration (less than 8 hours/normal workday) on low volume residential roadways, a sketch of the traffic control to be used may be acceptable.
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 - a. Encroachment: To be determined by Public Works but no less than 100,000/200,000.
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9. Other job related permits (Tenant Improvement, Grading, Sign Permit, etc) have been approved by the City of Fernley and are included with the application.
10. USA North 811-Call Before You Dig has been informed of the proposed work. USA#_____.

Authorized Signature (Applicant) - _____
Printed Name - _____
Owner, Contractor or other - _____

Mandatory: Provide an 8 ½"x 11" detailed drawing of the work area. The drawing must include true north, street names and addresses as well as cross streets, location of drainage inlets and show all dimensions of proposed cuts. If deemed necessary by the City, an engineered and stamped construction drawing with appropriate agency approvals may be required.





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**ENCROACHMENT/EXCAVATION
PERMIT INSTRUCTIONS**

SPECIAL INSTRUCTIONS

1. A copy of the encroachment/excavation permit 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 encroachment/excavation 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, of planned street closures and when parking restrictions are required. 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. For **sidewalk, curb & gutter, driveway approaches and pedestrian ramp** inspections call Public Works at 784-9910 twenty four (24) hours in advance.
5. For installation or repair of **sewer line or storm drains**, call Public Works at 784-9910 for inspection prior to tie-in and backfill forty eight (48) hours in advance.
6. For installation or repair of water lines, call Public Works at 784-9910 for inspection prior to tie-in and backfill twenty four (24) hours in advance.
7. If excavation is within **400' of a traffic signal or any signalized intersection**, call Public Works at 784-9910 for signal loop and conduit locations. Damaged loop detectors shall be repaired within two working days, unless it is impractical due to other scheduled work. Exemptions shall be approved by the Public Works Director.
8. Any construction work beneath existing concrete structures including, 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 including, but not limited to tunneling, directional boring, **shall not** be allowed under any of the above-stated concrete structures, unless specifically authorized in writing by the Public Works Director.
9. A qualified QA Firm shall perform inspections at owner's expense as per Section 12.1 of the City of Fernley Public Works Design Standards. Test results and completed inspections must be signed off and submitted to the City of Fernley, Public Works Department for return of cash bond.
10. All material disturbed within the encroachment shall be compacted, backfilled and dressed to original confirmation. Selected road aggregates on any traveled surface or shoulder eliminated through excavation and backfill shall be replaced with approved fill material before the project will be signed off for completion.
11. Work performed **must comply** with the City of Fernley Public Works Design Standards, M.U.T.C.D. and the Standard Specifications for Public Works Construction.
12. Work shall not be performed on weekends or holidays—unless QA Firm is on the jobsite to certify work completed **AND** approval must be given by the Public Works Director prior to start of work.
13. Non-compliance with any of the above mentioned issues will result in the City of Fernley revoking the encroachment/excavation permit and loss of cash bond.