



# Public Works Department

595 Silver Lace Blvd., Fernley, NV 89408 775-784-9910

## CIVIL IMPROVEMENT PLANS

PERMIT APPLICATIONS, PLANS OR SUPPORTING DOCUMENTATION THAT IS INCOMPLETE, ILLEGIBLE OR SUBMITTED IN PENCIL WILL NOT BE ACCEPTED. PLEASE PRINT CLEARLY USING PERMANENT INK AND FILL IN ALL FIELDS OR MARK N/A.

<b>APPLICANT'S INFO.:</b>	APPLICANT'S NAME:			ROLE:			
	APPLICANTS FIRM:						
	COMPANY:			PRIMARY PROJECT CONTACT:			
	ADDRESS:					BUILDING OR SUITE NO.:	
	CITY:			STATE:		ZIP CODE:	
	PHONE NO.:	CELL NO.:	FAX NO.:	EMAIL:			
<b>PARCEL INFO.:</b>	PROPERTY OWNER:						
	IF OWNER IS DIFFERENT FROM APPLICANT PROVIDE DOCUMENTATION OF AUTHORIZATION TO ACT ON THE OWNERS BEHALF.						
	ASSESSOR PARCEL NO. (APN):			FLOOD ZONE: <input type="checkbox"/> YES <input type="checkbox"/> NO			
	PROJECT ADDRESS:					BUILDING OR SUITE NO.:	
	CITY: <b>FERNLEY</b>			STATE: <b>NV</b>		ZIP CODE: <b>89408</b>	
	SUBDIVISION OR PROJECT NAME:						
TOTAL LOT AREA:		ZONING:	NUMBER OF PROPOSED PHASES:		TOTAL NUMBER OF UNITS:		
<b>PERMIT / PROJECT INFORMATION</b>	PROJECT DESCRIPTION:						
	PROJECT/UNIT TYPE: <input type="checkbox"/> MULTI-FAMILY <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> OTHER:						
	TENTATIVE MAP APPROVAL DATE:			-OR-	PROJECT APPROVAL DATE:		
	PROPOSED IMPROVEMENTS (COMMERCIAL):		SQ.FT.	IN-LIEU OF FEES REQUIRED: <input type="checkbox"/> Yes <input type="checkbox"/> No (COMMERCIAL PROJECTS ONLY)			
	<b>NDEP PERMIT #</b>			<b>EXEMPTION:</b>			
	SERVICE TYPE REQUESTED: <input type="checkbox"/> WATER <input type="checkbox"/> SEWER <input type="checkbox"/> E-ONE						
	WILL-SERVE REQUESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO		WATER ERC's		SEWER ERC's		
	IF WILL SERVE IS REQUESTED BUT NO WATER DEDICATION EXISTS IN APPLICANTS NAME, WATER DEDICATION OR WATER RIGHTS ASSIGNMENT APPROVED BY THE CITY MUST OCCUR PRIOR TO THE WILL SERVE.						
	SURFACE WATER RIGHTS:		ACRE-FEET	WELLS ON PROPERTY: <input type="checkbox"/> YES <input type="checkbox"/> NO			
	WATER BANKED WITH THE CITY OF FERNLEY: <input type="checkbox"/> YES <input type="checkbox"/> NO			DATE OF DEDICATION:			
FOR OFFICE USE ONLY							
FILING DATE:		BY:	ISSUED BY:	DATE:			
CIVIL PERMIT NO.: CP			PLAN FILING FEE: \$				
ZONING REVIEWED BY:			DATE:		PLAN REVIEW FEE: \$		
PLANS REVIEWED BY:			STARTED:		COMPLETED:		
			PUBLIC IMPROVEMENT INSPECTION FEE: \$		ONSITE IMPROVEMENT INSPECTION FEE: \$		
			ERC APPLICATION FEE: \$		MODELING FEE: \$		
			IN-LIEU OF FEES: \$		TOTAL BALANCE DUE: \$		

	TOTAL PAID: \$
--	----------------

CONTRACTOR'S INFORMATION:	ENGINEER OF RECORD:			
	ADDRESS:		BUILDING OR SUITE NO.:	
	CITY:	STATE:	ZIP CODE:	
	PHONE NO.:	CELL NO.:	FAX NO.:	EMAIL:
	BUILDING CONTRACTOR:		CONTACT'S NAME:	
	CITY OF FERNLEY BUSINESS LIC. NO.:	NV CONTRACTOR LIC. NO.:	CLASS:	
	ADDRESS:		BUILDING OR SUITE NO.:	
	CITY:	STATE:	ZIP CODE:	
	PHONE NO.:	CELL NO.:	FAX NO.:	EMAIL:
	QUALITY ASSURANCE FIRM:		CONTACT'S NAME:	
	CITY OF FERNLEY BUSINESS LIC. NO.:	CITY APPROVED Q.A. FIRM: <input type="checkbox"/> YES <input type="checkbox"/> NO		
	ADDRESS:		BUILDING OR SUITE NO.:	
	CITY:	STATE:	ZIP CODE:	
	PHONE NO.:	CELL NO.:	FAX NO.:	EMAIL:
	TESTING FIRM:		CONTACT'S NAME:	
	CITY OF FERNLEY BUSINESS LIC. NO.:	CITY APPROVED TESTING FIRM: <input type="checkbox"/> YES <input type="checkbox"/> NO		
	ADDRESS:		BUILDING OR SUITE NO.:	
	CITY:	STATE:	ZIP CODE:	
	PHONE NO.:	CELL NO.:	FAX NO.:	EMAIL:
	GENERAL CONTRACTOR:		CONTACT'S NAME:	
CITY OF FERNLEY BUSINESS LIC. NO.:	NV CONTRACTOR LIC. NO.:	CLASS:		
ADDRESS:		BUILDING OR SUITE NO.:		
CITY:	STATE:	ZIP CODE:		
PHONE NO.:	CELL NO.:	FAX NO.:	EMAIL:	

**Required for submittal at time of application:**

Please attach the following documents, if applicable to your project:

(Application will not be accepted unless complete)

1. Plan Review Fee (Residential \$3,000 + \$100/ Lot)(Multi-Family, Commercial, Industrial \$3,500)
2. Plan Filing Fee (Residential \$100.00)
3. Two copies of Engineers Estimate for the Project (Wet Stamped).
4. Two copies of Drainage Study.
5. Project Approval from Planning Department.

6. Two copies of Traffic Report.
7. Two copies of Sewer Impact Report.
8. Project approval letter from TCID/USBR.
9. Submittal Documents shall be provided on a disk in addition to the hard copies.
10. 4 Sets of Improvement Plans.
11. Two copies of Geotechnical Investigation.
12. NDOT Permits- Contact NDOT Permit Office at (775) 834-8330.
13. [ERC Application](#) (Fee \$300.00).
14. Water/Sewer Modeling Fee: (Water \$560.00) (Sewer \$560.00) (Water Modeling w/ NAC Report and BSDW Submittal \$3,700)
15. NDEP BSDW (Bureau of Safe Drinking Water) Approval Letter for any projects modifying City water line/s Tel. (775) 687-9520.
16. NDEP SWPPP (Storm Water Pollution Prevention Permit) for any project over 1 acre Tel. (775) 687-9418.
17. NDEP Dust Control Permit for any project over 5 acres Tel. (775) 687-9349.
18. Any other Federal/State Permits or letters of approval as applicable and required. Verify all requirements.
19. [Will Serve application.](#)
20. [Security Deposit application.](#)
21. Industrial Discharge Permit (Industrial Projects only).

**\*\*\*\*\*Costs in excess of any retainer paid to the City will be billed to the applicant. \*\*\*\*\***

I understand and agree that the City of Fernley has no obligation to explain every requirement and ordinance to me prior to or during the course of this project. Furthermore, I understand that any and all City, State and Federal laws or ordinances are enforceable at any time, with or without prior notification. The issuance of a permit based on plans, specifications and other construction documents shall not prevent the Building Official from thereafter requiring the corrections of errors in said plans, specifications and other construction documents, or prevent building operations to be carried on there under when in violation of City or State laws or ordinances. The Building Official is authorized to suspend or revoke a permit issued under the provisions of the code wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation of the provisions of the code.

It shall be the duty of the permit holder or their agent to notify the Building Official that permitted work is ready for an inspection. Requesting an inspection for work that is incomplete, in progress or not ready may result in a reinspection fee. It shall be the duty of the person requesting any inspections required by the code to provide access to and means for inspection of such work. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the Building Official. Any portion of work shall not be covered or concealed until authorized by the Building Official. The building permit, approved plans, specifications and inspection card shall be kept on the site of the work until the completion of the project.

The Building Official shall suspend or revoke a certificate of occupancy issued under the provisions of the code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it

is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of the applicable code(s).

**UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the applicable ordinances. I further certify that all easements, deed restrictions, or other encumbrances restricting the use of the property are shown on the site plans submitted with this application. I have been given authorization from the property owner to obtain this permit. I realize that the information that I have affirmed hereon forms a basis for the issuance of the permit, herein applied for and approval of plans in connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any applicable ordinances or to excuse the owner or his or her successors in title from complying therewith.**

**I understand that by applying for this permit, I am consenting to the inspection of this property and to entry onto the property by inspectors of the authority having jurisdiction for the purpose of performing the necessary inspections during normal business hours for the duration of the permit.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name / Title**

\_\_\_\_\_  
**Date**

**By signing this application, I certify that I understand all required Federal, State and City laws that apply to this project and that as the applicant it is my responsibility to provide any and all required Federal or State permits or approvals.**