



2024 ENCROACHMENT/EXCAVATION AND REVOCABLE OCCUPANCY PERMIT APPLICATION INSTRUCTIONS

This guideline is a collection of information that must be followed to obtain Encroachment/Excavation and Revocable Occupancy Permits. The purpose of the following information is to determine if an Encroachment/Excavation and/or Revocable Occupancy Permit is required and which type of Permit is needed.

1. **Encroachment/Excavation Permit** (Washoe County Code Chapters 85.058 through 85.115) requires a Nevada Licensed, Bonded, and Insured Contractor or Utility Company to apply for the Permit.
 - a. Excavations within the County right-of-way (ROW) include, but are not limited to:
 - i. Asphalt street cutting and excavation
 - ii. Curb, gutter and/or sidewalk excavation
 - iii. Utility valve, vault, survey monument and/or manhole readjustment
 - iv. Roadway shoulder excavation
 - b. Encroachments include Temporary Traffic Control Installations
 - c. Excavations require a Subsurface Utility Improvement Submittal for work in excess of 500 lineal feet.
 - d. Excavations shall follow Horizontal Directional Drilling Requirements for all utility boring installations.
 - e. **Encroachment/Excavation Permit Initial Fee Schedule (prices vary each contract year):**
 - i. Application Fee - \$150
 - ii. Mobilization Fee - \$400 for Truckee Meadows, \$500 for Incline Village
 - iii. Administrative Fee - \$2 per sq/ft to a maximum of \$2,000
 - iv. Patch Fee for Truckee Meadows:
 1. Contract Price for 1 to 200 sq/ft for 4" \$13.40 per sq/ft
 2. Contract Price for 201 to 500 sq/ft for 4" \$9.00 per sq/ft
 3. Contract Price for 501 to 1000 sq/ft for 4" \$5.00 per sq/ft
 4. Contract Price for 1001 and more for 4" \$4.00 per sq/ft
 5. Contract Price per sq/ft per inch over 4" (8" max.): \$1.00
 - v. Patch Fee for Incline Village:
 1. Contract Price for 1 to 500 sq/ft \$13.00 per sq/ft for 6"
 2. Contract Price for 501 and more \$12.00 per sq/ft for 6"
 3. Contract Price per sq/ft per inch over 6" (8" max.): \$1.00
 - vi. Restoration Fee - Patch Fee multiplied by the Pavement Condition Index (PCI) Multiplier:
 1. PCI for 00 to 40 multiplied by 1
 2. PCI for 41 to 69 multiplied by 2
 3. PCI for 70 to 89 multiplied by 3
 4. PCI for 90 to 100 multiplied by 4



2. *Revocable Occupancy Permit* (Washoe County Code Chapters 85.056 and 85.057) requires a Property Owner to apply for the Permit.
 - a. Work requiring *Revocable Occupancy Permits* include, but are not limited to:
 - i. Any obstacle or encroachment not owned by Washoe County placed within the ROW.
 1. Installations of landscaping, fences, decorative stonework, etc.
 2. Mailboxes and bear boxes
 - b. *Revocable Occupancy Permit Fee Schedule*:
 - i. *Revocable Occupancy Permit Fee* - \$26

3. Encroachment/Excavation and Revocable Occupancy Permits (Washoe County Code Chapters 85.056 through 85.115) requires both a Nevada Licensed, Bonded, and Insured Contractor to apply for the **Encroachment/Excavation Permit** and a Property Owner to apply for the *Revocable Occupancy Permit*.
 - a. Work requiring both Encroachment/Excavation and Revocable Occupancy Permits within the County ROW include, but are not limited to:
 - i. Culvert pipe and headwall installations within the Washoe County Stormwater conveyance system.
 - ii. Driveway apron installations that require culvert pipe installations.
 - iii. Heated driveway installations.
 - b. Washoe County will **not** approve installation of culvert pipes installed within Washoe County ROW for the following conditions:
 - i. Installations for the purpose of providing additional on-street parking.
 - ii. To match culvert pipe lengths and alignments that were historically constructed adjacent to neighboring properties.
 - iii. To increase the useable lot area by encroaching into Washoe County ROW.
 - iv. To alter the flow of the Washoe County storm water conveyance system.
 - v. Any reason deemed by the Washoe County Engineer that the proposed work would result in a safety or flood hazard.
 - c. Encroachment/Excavation and Revocable Occupancy Permit Fee Schedule:
 - i. **Encroachment/Excavation Permit** Application Fee - \$150
 - ii. *Revocable Occupancy Permit Fee* - \$26
 1. Payment by separate checks is required.