



**WASHOE COUNTY**  
**Community Services Department**  
INTEGRITY COMMUNICATION SERVICE

1001 East Ninth Street  
Reno, Nevada 89512  
Phone: (775) 328-3600  
Fax: (775) 328-3699

**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. Excavations require a Subsurface Utility Improvement Submittal for work in excess of 500 lineal feet.
  - c. Excavations shall follow Horizontal Directional Drilling Requirements for all utility boring installations.
  - d. **Encroachment/Excavation Permit Initial Fee Schedule (prices vary each contact 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 \$7.10 per sq/ft for 4"
      2. Contract Price for 201 to 500 sq/ft \$6.69 per sq/ft for 4"
      3. Contract Price for 501 to 1000 sq/ft \$6.31 per sq/ft for 4"
      4. Contract Price for 1001 and more \$6.38 per sq/ft for 4"
      5. Contract Price per sq/ft per inch over 4" (8" max.): \$1.48
    - v. Patch Fee for Incline Village:
      1. Contract Price for 1 to 500 sq/ft \$12.00 per sq/ft for 6"
      2. Contract Price for 501 and more \$ 8.75 per sq/ft for 6"
      3. Contract Price per sq/ft per inch over 6" (8" max.): \$1.13
    - 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



**WASHOE COUNTY**  
**Community Services Department**  
INTEGRITY COMMUNICATION SERVICE

1001 East Ninth Street  
Reno, Nevada 89512  
Phone: (775) 328-3600  
Fax: (775) 328-3699

**ENCROACHMENT/EXCAVATION AND REVOCABLE OCCUPANCY PERMIT APPLICATION INSTRUCTIONS**

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 and/or existing curb and gutter removal.
    - 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.