

ENCROACHMENT PERMIT SUBMITTAL CHECKLIST

Contractor	Submitted	Plans Check	
			\$75.00 Permit Fee
			A completed application (typed or printed in ink) which includes:
			a. Contractor's name
			b. Contractor's complete address and phone number
			c. Nevada State Contractor's license number and classification. (All "B" license contractors are restricted to on-site work only, and cannot be accepted for work in the public right-of-way.)
			d. Clark County Business License number.
			e. Primary contact person's name and phone number.
			f. Emergency contact person's name and phone number.
			Building Permit number (PAC), if applicable.
			Two copies of an approved Traffic Control Plan.
			a. Traffic Control Plan Number
			b. Traffic Control Plan Start Date
			c. Traffic Control Plan Expiration Date
			Work Start Date
			Work Completion Date
			A complete description of the work which includes:
			a. Length of trench and/or excavation area, and/or number of potholes.
			b. Type of improvement being installed (i.e., conduit for Nevada Power/Sprint/Cable, new driveway commercial/residential, remove and replace sidewalk, installation of water/sewer lateral/main, etc.)
			Cross streets
			Project address (if applicable) and/or Assessor's Parcel Number (if applicable)
			a. Address
			b. Assessor's parcel number
			c. Not applicable
			Signature, name, title, and date
			a. Signature
			b. Name printed
			c. Title
			d. Date
			Two sets of plans that accurately reflect the work being proposed. ANY UTILITY INSTALLATION REQUIRES A PLAN APPROVED AND SIGNED BY THE UTILITY COMPANY.