

CONSTRUCTION PLAN REVIEW MEETING

City of Reno Public Works Department will schedule the meeting after initial submittal if necessary.

Time: _____ **Date:** _____

FINAL SUBMITTAL REQUIREMENTS

Submit the following to City of Reno Public Works Department:

- _____ Final construction improvement plans, stamped and signed
- _____ Recognition of City of Reno Horizontal Directional Drilling Guidelines (if applicable)
- _____ One (1) Encroachment and Excavation Permit Application (Signed and Submitted by Authorized Contractor Representative)
- _____ One (1) MUTCD Traffic control plans for each phase of construction
- _____ One (1) Detailed construction schedule showing all work days
- _____ Computed EE Initial Fee (Permanent Patch Fee, R.O.W. Usage Fees, Inspections, etc.) \$ _____
- _____ Additional review charges \$ _____
- _____ Total Estimated Permit Fee (EE Initial Fee + Additional Review) \$ _____

Authorized Signature: _____

Printed Name: _____ Date: _____

Company Name: _____

Email: _____ Phone: _____

Permit applications are encouraged to be emailed to PWpermits@reno.gov for digital processing. Once received and approved, the City will return an email with the approved permit number, total fees, and directions for payment online through the [Accela ONE portal](#). Alternatively, permits may be submitted and paid for in person at City Hall, 1 E 1st Street Reno, NV 89501. Incomplete permit applications may delay processing. Please call 334-2548 or email PWpermits@reno.gov for any questions.