



# Department of Public Works

Construction Management • EP/TCP Team

500 S Grand Central Parkway 1<sup>st</sup> Floor Las Vegas, NV 89155

(702) 455-4600

[www.ClarkCountyNV.gov](http://www.ClarkCountyNV.gov)

## ENCROACHMENT PERMIT CHECKLIST

Project Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Property Owner \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

The following information is intended as a **guide** to the Contractor/Developer for providing the minimum information required for an Encroachment Permit submittal prior to the County performing a review.

Each permit submitted is reviewed for compliance with Clark County Code. This form is not intended to be all inclusive and does not limit the extent of the information, calculations and exhibits which may be necessary to properly evaluate the intended use.

<b>GENERAL REQUIREMENTS: <u>Two sets of entire submittal enclosed, including plans or drawings, one copy of the traffic control plan, and completed application.</u></b>		
YES	NO	Do you have an existing permit for this work? If yes, then you must supply a copy of the existing permit in application packages.
YES	NO	State contractor's license number, classification and Clark County business license number (Note: state contractors classification must be an "A" or "C") <u>the "B" license is not acceptable.</u>
YES	NO	Did you fill out a complete description of work to be done?
YES	NO	Are there any street lights, traffic signal, or any streetlight, or signal underground work being performed? If yes, then <u>not</u> eligible for encroachment permit.
YES	NO	Is there any storm drain infrastructure being installed? If yes, this work may <u>not</u> be done under an encroachment permit.
YES	NO	Is there a sewer or water line being installed? If yes then the work may <u>not</u> be done under an encroachment permit.
YES	NO	Are any power, telephone, or cable television facilities? If yes, then work may <u>not</u> be done under an encroachment permit.
YES	NO	Is this for wireless small cell site installation? Is the installation on County owned street lights? If yes, then work may be done under an encroachment permit.
YES	NO	Does this work come within 18" vertically or 6' horizontally of any County owned or maintained Storm Drain infrastructure? If yes, County infrastructure must be shown on work plan at the time of submittal.
YES	NO	Cross streets and/or APN is on application.
YES	NO	Contact person & emergency contact's name & phone numbers are listed on application. <b><u>PLEASE NOTE THAT THE EMERGENCY CONTACT MUST BE AVAILABLE TO BE REACHED 24HRS.</u></b>
YES	NO	Contractor's name, address, city, state, zip & phone number is on application.
YES	NO	Signature and date is on the bottom of the application.