



Department of Public Works

Construction Management • Encroachment Permit Team

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www.ClarkCountyNV.gov/PubWorks

ENCROACHMENT PERMIT CHECKLIST

Project Name _____

Engineer _____ Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Property Owner _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

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.

GENERAL REQUIREMENTS: Three sets of entire submittal enclosed, including plans or drawings, one copy of the traffic control plan, and completed application.

PLEASE CIRCLE YES	PLEASE CIRCLE NO	
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 contractors license number, classification and Clark County business license number (note: state contractors classification must be an "A" or "C") the "B" license is not acceptable.
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 not be done under an encroachment permit.
YES	NO	Are any power, telephone, or cable television facilities? If yes, then work may not be done under an encroachment permit.
YES	NO	Cross streets and/or APN is on application.
YES	NO	Contact person & emergency contact's name & phone numbers are listed on application. <u>PLEASE NOTE THAT THE EMERGENCY CONTACT MUST BE AVAILABLE TO BE REACHED 24HRS.</u>
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.