



CARSON CITY PUBLIC WORKS

Development Engineering

108 E. Proctor Street

Carson City, Nevada 89701

(775) 887-2300– Hearing Impaired: 711

ON/OFF SITE IMPROVEMENT PERMIT PLAN SUBMITTAL REQUIREMENTS

General Requirements:

- Site Improvement permits are **only** issued for the following work:
 - Site work for subdivisions, PUDs, and multi-building projects
 - Changes to existing sewer, water, or stormwater infrastructure
 - Changes to Public surface improvements - driveway approaches, curb and gutter, and sidewalk
- Submit plans thru the Carson City Civic Access online portal - (<https://energovweb.carson.org/EnerGovProd/SelfService#/home>)
- Plans shall be on 11" x 17" or larger paper sizes, fully dimensioned and scaled pdf files. All design sheets within the plan set should be the same size.
- Plans shall be fully dimensioned. The following scales shall apply:
 - Title page location maps shall be 1" = 1,000' (or as appropriate)
 - Index maps shall be a maximum of 1" = 200'
 - Plan and profile sheets shall be a minimum of 1" = 40' horizontal and 1" = 5' vertical and the plan view must align with the profile horizontally
 - All other sheets must have an appropriate scale to make plans legible.
- Permit submittal shall include the following:
 - Permit Application
 - Plan Set shall include
 - Landscape Plans
 - Water Mains and Laterals, Valves, Fire Hydrants, and Thrust Blocks
 - Sewer Mains and Laterals, Manholes, Interceptors
 - Geotechnical Study
 - Technical Drainage Study
 - Sewer Main Analysis - (Projects with more than ten dwelling units or less than 2000 gallons per day)
 - Water Main Analysis - (Subdivisions, PUDs, and large commercial/industrial projects)
 - Traffic Impact Study or Trip Generation Memo
 - Standard Details for Public Works Construction
 - Construction SWPPP Plan
 - NDEP Approval:
 - Sewer – Main Extensions, Subdivisions or PUDs, and projects with 5 or more units
 - Water – Main Extensions, Subdivisions or PUDs, and projects with 5 or more units
 - Construction Stormwater Permit for projects with one acre or greater disturbed area
 - Dust Control Permit for projects with five acres or greater disturbed area