



**Site Improvement Permit Application**

**SIP #** \_\_\_\_\_

Douglas County Community Development  
 Engineering Division  
 1594 Esmeralda Avenue, Room 202  
 PO Box 218, Minden NV 89423  
 Phone: 775-782-6235 ♦ Fax: 775-782-6297

Date Stamp

This Application is for (check one)	<input type="checkbox"/> New Permit Plan Review (1st Review) <input type="checkbox"/> 1st or 2nd Plan Review Resubmittal (No Fee) <input type="checkbox"/> _____ Plan Review Resubmittal Fee \$ _____ <input type="checkbox"/> Change Order to SIP No. _____, \$300.00 Fee
Assessor's Parcel Number(s):	
Job Site Address / Location:	
Project Description:	
If fill is proposed within a flood zone: FILL Amt. _____ CY. FILL Area _____ SF. Flood Zone _____	

<b>Owner</b>	Name	Phone
	Address	Fax
	City/State/Zip	E-mail
<b>Applicant</b>	Name	Phone
	Address	Fax
	City/State/Zip	E-mail
<b>Engineer</b>	Name	License No.
	Address	Phone
	City/State/Zip	Fax
<b>Contractor</b>	Name	Phone
	Address	Fax
	City/State/Zip	E-mail

I will save, indemnify and keep harmless the County of Douglas, its officers, employees and agents against all liabilities, judgments, costs and expenses which may accrue against them in consequence of the granting of this permit, inspections, or uses of any on-site or off-site improvements placed by virtue hereof, and will in all things strictly comply with all applicable rules, ordinances and laws.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Engineer's Estimate: \$	<b>Plan Review Fee Schedule:</b>
Plan Review Fee: \$	For projects \$1 to \$25,000:
Additional Plan Review Fee: \$	4% of Estimate
Change Order Fee: \$300.00	For projects over \$25,000 to \$100,000:
	\$1,000 + 3% of the value over \$25,000
In-House Use Only:	For projects over \$100,000:
Paid On:	\$4,000 + 1.5% of the value over \$100,000
Receipt Number:	For 4th plan review submittal:
<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	10% of the site improvement permit review fee
	All additional plan review submittals:
	10% of the site improvement permit review fee
	4% Technology Fee with each component of permit

**All plans must conform to Title 20 and the Douglas County Design Criteria and Improvement Standards.**

Each Site Improvement Permit Application must include a complete set of submittals. **Citing previous submittals, plans or studies filed with other divisions of Douglas County are not acceptable unless pre-approved by the County Engineer.** If you have any questions regarding the submittal requirements for a particular situation, call the Engineering Division at 775-782-6235.

**Submittal Requirements:** The way this section works has changed: All the items listed below are required, unless the individual completing the form checks the box for NA (Not Applicable).

**NA**

- Four Sets of Plans:** Submit four (4) sets of plans for all projects served by Douglas County sewer or water. Plans must conform to Division 7 of the Douglas County Design Manual. Plans must be signed and wet-stamped by a Nevada Professional Engineer (PE).
- Cost Estimate:** Attach one (1) copy of a signed contractor's estimate or an engineer's estimate.
- Project Review:** Cite Development Application or Land Division Application Number: \_\_\_\_\_; include copy of letter of approval.
- NDEP Bureau of Safe Drinking Water Review and Approval:** Provide written approval for all water system work.
- Supplemental Government / Utility Review and Approval:** Attach a summary list of all supplemental permits and approvals associated with the work (i.e. Town, General Improvement District, other County, Fire Marshall, State, NDOT, TRPA, Federal or Public Utilities.) Indicate if the approval has been obtained (submit copy of approval) or provide the anticipated date of approval.
- Dry Utility Plans:** A Site Improvement Permit will not be issued on Land Division Applications until plans have been approved for all non-County utilities necessary to serve the development, including, but not limited to Cable TV, Gas, Electric and Telephone.
- Road Pavement:** A copy of the soil resistance value and structural calculations for the roadway section.
- Soils / Geologic Report:** One (1) copy of a sealed soils / geologic report which addresses the respective construction issues pertinent to the project. A Professional Geotechnical Engineer must stamp and sign the report.
- CLOMR / LOMR / Flood Impact Analysis: Separate Floodplain Development Review form and applicable fee required.**
- Drainage Report:** One (1) copy of the final drainage study. If the sealed final study is on file with Community Development check here:  List date of final report: \_\_\_\_\_ and Development Application \_\_\_\_\_.
- Construction Specifications:** One (1) copy of the material specifications.  
 Check here if the construction specifications are incorporated with the improvement plans.
- Erosion Control Plan:** Temporary and permanent erosion control treatments shall be incorporated with the improvement plans.
- Landscape Plans:** If landscape is proposed to be installed with this permit, include one (1) copy of the plans. The cost of landscape improvements must be included with the cost estimate.
- Hill Side Grading:** Work conducted on slopes of 15% or greater must comply with and contain the submittals as outlined in Title 20.690.030K and Appendix C of Douglas County Code.
- Water Conveyance Advisory Committee (WCAC):** Work conducted in Irrigation Systems must meet the requirements of Chapter 20.100.070 and 20.100.080 from Title 20. A separate submittal must be made to the WCAC prior to plan approval.

**Notes:**

**1. Additional Submittal Requirements:** This list represents the items commonly associated with standard development. If your work involves an unusual circumstance please contact the Engineering Division at 775-782-6235.

**2. Electrical & Retaining Walls:** Work involving electrical installation or the construction of retaining walls requires a separate building permit; contact the Building Division at 775-782-6224 for further information.