



CARSON CITY PUBLIC WORKS

Development Engineering

108 E. Proctor Street

Carson City, Nevada 89701

(775) 887-2300—Hearing Impaired: 711

FRANCHISE PERMIT PLAN SUBMITTAL REQUIREMENTS

General Requirements:

- 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
 - Plans shall include:
 - Applicable Standard Construction Details
 - Site Plan showing area of work including:
 - All utilities in the area and distance from proposed work
 - Proposed utility potholes