



# CHANGE OF CONTRACTOR, CANCELLING AND RENEWING PERMITS

[www.LasVegasNevada.gov/BuildingPermits](http://www.LasVegasNevada.gov/BuildingPermits)

Phone: (702) 229-6251

## CHANGE OF CONTRACTOR

### PLANS DRAWN BY ARCHITECT\*

### PLANS DRAWN BY CONTRACTOR\*

- Letter from original contractor on company letterhead, including:
  - Releasing plans to new contractor
  - Releasing permits to new contractor
  - Releasing fees paid to new contractor
  - Releasing responsibilities to new contractor
  - If inspections have already commenced, identify scope of work completed.
  - Electronic signature on the letter
  
- Letter from new contractor requesting the change including:
  - Reason for Change
  - Permit Number
  - Responsible for all fees regarding change
  - Electronic signature on the letter

- Contractor designed plans cannot be released or transferred to anyone. A new submittal will be required with plans that are substantially different. A new plan review with plan check fees and inspections fee will be required.

**NOTE: Without letter from original contractor, full building permit fees and a new permit may be required. Impact fees are a one-time not refundable (Sewer connection, transportation, etc.)**

## CANCEL OR RENEWING PERMIT

### CANCELLING A PERMIT\*

### RENEWING A PERMIT\*

- If the permit has been issued:**  
*Contractor letter on company letterhead including:*
  - Permit number
  - Reason for cancellation*Confirmation of safe conditions in instances work if no work has been done, confirmation that no un-safe conditions exist*  
*Electronic signature on the letter*
- If the permit has not been issued**  
*Letter from applicant, on company letterhead,*  
*Reason for Change*  
*Permit Number*  
*Responsible for cancellation*  
*Electronic signature on the letter*

- Letter from contractor requesting a renewal, on company letterhead, including:
  - Permit number
  - Explanation why the project has not had a passed or partial passed inspection within the last 180 days.
  - Proposed timeline for completion of the project.

**NOTE: ALL LETTERS WILL NEED TO BE ON COMPANY LETTERHEAD**

**NOTE: OWNER/BUILDERS ACT AS THEIR OWN CONTRACTORS AND WILL FOLLOW THE SAME PROCEDURES ABOVE.**

\*\* Email the documents to [techs@lasvegasnevada.gov](mailto:techs@lasvegasnevada.gov) for processing. \*\*