



CHANGE OF CONTRACTOR, CANCELLING AND RENEWING PERMITS

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251 Fax: (702) 382-1240

CHANGE OF CONTRACTOR

PLANS DRAWN BY ARCHITECT*

- 1. Letter from original contractor, on company letterhead, including:
 - a. Releasing all plans to new contractor
 - b. Releasing all permits to new contractor
 - c. Releasing all fees paid to new contractor
 - d. Releasing all responsibilities to new contractor
 - e. If inspections have already commenced, identify scope of work completed.
 - f. Electronic signature on the letter

- 2. Letter from new contractor requesting change of contractor including:
 - a. Reason for Change
 - b. Permit Number
 - c. Responsible for all fees regarding change
 - d. Electronic signature on the letter

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

PLANS DRAWN BY CONTRACTOR*

- 1. 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.

CANCELLING A PERMIT*

- 1. If the permit has been issued:
 - a. Letter from contractor, on company letterhead, including:
 - Permit number
 - Reason for cancellation
 - If work has commenced, confirmation that no un-safe conditions exist.
 - Electronic signature on the letter
- 2. If the permit has not been issued:
 - b. Letter from applicant, on company letterhead, including:
 - Permit number
 - Reason for cancellation
 - Electronic signature on the letter

RENEWING A PERMIT*

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

* - The documents can be emailed to techs@lasvegasnevada.gov for processing.