



CHANGE OF CONTRACTOR AND RENEWING PERMITS

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251

CHANGE OF CONTRACTOR

PLANS DRAWN BY ARCHITECT*

- Letter from original contractor:
 - on company letterhead, including:
 - Releasing plans, permits, paid fees and responsibilities to the new contractor
 - If inspections have already commenced, identify the 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

PLANS DRAWN BY CONTRACTOR*

- 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 a letter from the 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.)

RENEWING PERMIT

- Letter on Company letterhead from contractor requesting renewal, to include:
 - 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.
 - Request can be submitted on the Check Status site (lasvegasnevada.gov/checkstatus) by clicking the “Click Here” button located next to the expiration date.

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 for processing. **