



ISSUANCE AND PIN GUIDELINES FOR PERMITS

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251

PERMIT ISSUANCE

COMMERCIAL PERMIT ISSUANCE:

- ❖ All commercial projects require a licensed contractor.
- ❖ After fees are paid, the permit is issued to the licensed contractor on the permit, no exceptions.
- ❖ Adding a Contractor after the permit has begun the review process, the request is sent via email: BuildingInfo@lasvegasnevada.gov. Please include the following in the email:
 - Contractor's and Business License numbers.
 - The name and email of the contact requesting to receive the emails regarding the permit
 - Lastly, include the permit number in question.

RESIDENTIAL PERMITS ISSUED TO OWNER/BUILDERS:

- ❖ Residential permits have two options regarding the issuance of their permit.
 - 1st option: If this is the owner's primary residence – they can retrieve the permit being they are their own contractor.
 - The other option, if the owner hires a contractor, said contractor would receive the permit once issued. .
- ❖ Please note: an LLC ownership does not qualify for the Contractors Board exemption, therefore requiring a contractor.
- ❖ After fees are paid, proof of ownership needs to receive the permit. Proof can be provided at the time of intake or permit issuance by sending an email with the deed or escrow paperwork to: BuildingInfo@lasvegasnevada.gov

Payment options - in person: Customer Care Center, 500 S. Main St, or online: LasVegasNevada.gov/PayPermit

For any questions, contact us at (702)229-6251 Monday – Thursday, 7am-5pm, press -0- or email: BuildingInfo@lasvegasnevada.gov

PIN GUIDELINES

Building and Safety requires contractors to have a personal identification number (PIN) to schedule inspections. This PIN helps protect the contractor from any fraudulent activity.

- ce In order to receive a new PIN number or change your current PIN a request must be submitted on company letterhead to: BuildingInfo@lasvegasnevada.gov, The letter must include
 - ✚ A six-digit number that does not begin or end with a zero.
 - ✚ Signed by the Principal listed on the Contractors Board website along with a cop of their ID
- ce To receive your PIN over the phone Answer the following two secret questions to be added to your account:
 - ✚ What is your favorite color?
 - ✚ What is your favorite food?
- ce You will receive confirmation of the change once the documentation has been received and verified.

Inspections are scheduled at LasVegasNevada.gov/ScheduleInspection

The Fire Department also requires a PIN. If you have, any questions contact them at (702) 229-0366.