



DEPARTMENT OF BUILDING & SAFETY

## REQUIREMENTS FOR ISSUANCE OF PERMITS

333 North Rancho Drive, Las Vegas NV 89106-3703

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

### If permit issued to a contractor:

For a contractor to obtain a permit, he/she must have both a current State Contractor's license and a current City business license or multi-jurisdictional license.

Payment for the permit **MUST** be made by:

1. A pre-printed company check. The company check must exactly match the name on the Contractor's license; or
2. A company credit card which bears the name of the employee present and only if the employee also has proper ID.

If payment is to be made OTHER THAN BY A PRE-PRINTED COMPANY CHECK or by the CONTRACTOR'S COMPANY CREDIT CARD BEARING THE EMPLOYEE'S NAME, or if payment was previously made online, the following is required:

1. The original State Contractor's Card (not a facsimile or a copy) of the company licensed to pull the permit, or
2. A letter on company letterhead signed by a principal of the licensed contractor authorizing the person to pull a specific permit or a range of permits. (This means the person physically at the counter will present ID to confirm the information presented in the letter.) or
3. Be a principal on the State Contractor's license and present proper government issued ID.

Per the State Contractor's Board, we may only recognize company names registered as licensed contractors—NOT dba's or subsidiaries.

### If the permit is issued to an owner/builder:

The owner/builder must show proof of ownership and certify they will reside in the home for at least one year. This is done by signing a copy of the [State Contractor's Board owner/builder affidavit](#). A permit cannot be pulled by an owner/builder if the property is held in an LLC or Corporation. If the home is held in a Trust, the Trust document must be presented. If the home was recently purchased and the records on the County Assessor's site have not yet been updated, the escrow paperwork must be presented.

If the owner is not able to come into the office to pick up the permit, the owner must submit the owner/builder affidavit along with a notarized letter authorizing a specific person to act on his/her behalf for the one-time issuance of the permit. This authorizes the agent to sign all documents required for issuance of the permit.

# Sample: Your Company Letterhead

Date

City of Las Vegas  
Department of Building & Safety  
Permits Division  
333 North Rancho Drive  
Las Vegas, NV 89106

To Whom It May Concern:

\_\_\_\_\_(Person)\_\_\_\_\_ is authorized to pull the following building permits \_\_\_\_\_.

\_\_\_\_\_(Your Company Name)\_\_\_\_\_ gives \_\_\_\_\_(person)\_\_\_\_\_ full and complete authorization to pull these permits.

Sincerely,

Signature of a principal (as listed with State Contractor's Board)  
Typed name of company principal

This letter can be faxed to: 702-636-1401