



DEPARTMENT OF BUILDING & SAFETY

## LICENSE AGREEMENT APPLICATION

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

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

### Application Instructions

1. Return the signed application and exhibits to [kperone@lasvegasnevada.gov](mailto:kperone@lasvegasnevada.gov). The application then goes through proper reviews and approvals.

If the license agreement is approved, the agreement will then be forwarded to the City Attorney's Office for approval prior to obtaining the signatures of the City Attorney and/or Building & Safety Director.

After all signatures have been obtained, the document will then be sent to the Office of the Clark County Recorder for recordation. After the document has been recorded, City of Las Vegas Land Development Services will send a copy of the fully executed agreement to owner for their records. If the owner's representative would like a copy of the recorded document, they can request one.

\*\*\*The person signing the document for a company, business, corporation, limited liability company, trust, partnership, etc., must be authorized to sign legal documents for said company, business, corporation, limited liability company, trust, partnership, etc.

2. Per Clark County Recorder requirements, use only black ink on the document and do not write within or stamp within the 1" borders that are on each page.
3. The applicant must return the signed and notarized agreement (copies are not acceptable).
4. For Outdoor Dining agreements, or other License Agreements that may require insurance, sufficient proof of insurance as described in Section 17 of the agreement is required in order to finalize.
5. **PLEASE NOTE:** If the acceptable License Agreement, insurance (where applicable) and fees are not received within 30 days, holds will be placed on any permits, inspections, bond releases, civil plan approvals, and/or on the Certificate of Occupancy.

If you have any questions, please contact  
Kelly McCartney-Perone in Building & Safety Land Development  
[kperone@lasvegasnevada.gov](mailto:kperone@lasvegasnevada.gov) or (702) 229-3248

## License Agreement Application

### Owner's Information

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone #: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

### Owner's Representative

Representative's Company Name: \_\_\_\_\_

Representative's Contact Name: \_\_\_\_\_

Representative's Address: \_\_\_\_\_

Contact's Phone Number: \_\_\_\_\_

Contact's Email: \_\_\_\_\_

### General Information

Project Name: \_\_\_\_\_

Associated Civil Project # (if applicable): \_\_\_\_\_

Project Parcel Number(s)/Address: \_\_\_\_\_

Description of proposed items in the right of way: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Land Use Entitlements (SDR, TMP, etc.)/Planning Case #: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

# PLEASE NOTE

The exhibit(s) must include the following:

North arrow

Vicinity map (street names must be legible)

Typical section with dimensions (must be legible)

Area of encroachment must be clearly defined and include length and width

Do not use font smaller than 10-point

\* \* \* \* \*

If the encroachment happens to be planters please label the length, width, and depth of each planter along with space between each planter. Please note if grates will be used.

If the encroachment is any type of aerial item such as signage, balconies, etc. include height, width, how far the item(s) will protrude into public airspace, and height from the ground to the bottom of the encroaching item(s)

\* \* \* \* \*

Everything on the exhibit(s) **MUST** be legible or they will be returned to you to rectify.

Please remember, you may submit as many exhibits as necessary. You do not have to squeeze everything onto one exhibit.

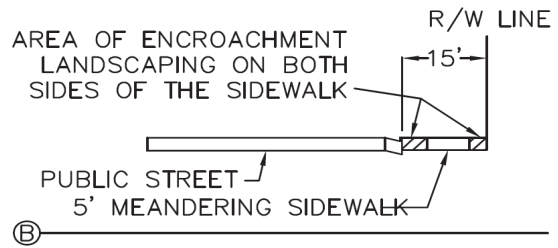
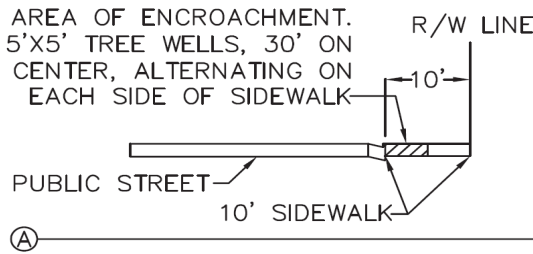
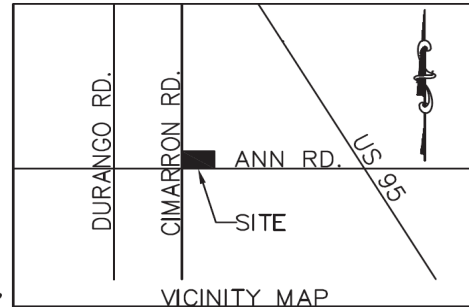
Attached is an example of an acceptable exhibit.

1 Inch, or Greater, Clear Margin On All 4 Sides per Clark County Recorder's Office.

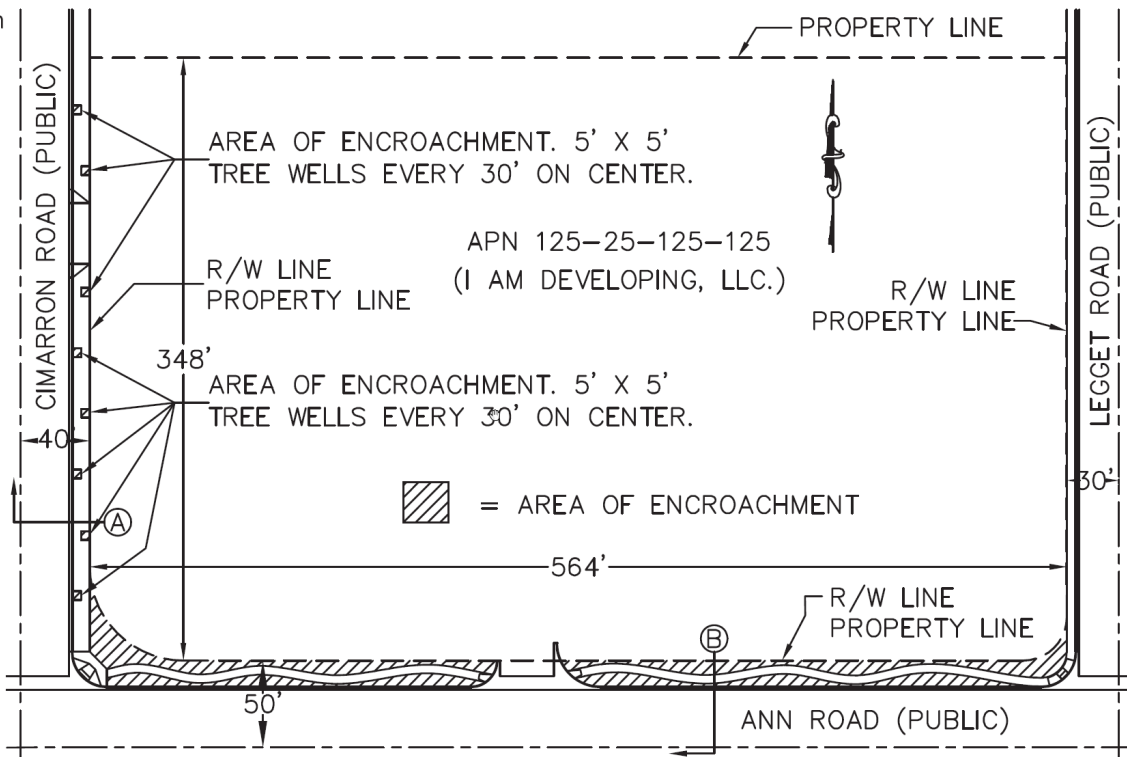


**NOTES**

1. ALL INFORMATION CAN BE COPIED WITHOUT DATA LOSS.
2. ALL FONTS 10 POINT ARIAL OR LARGER.
3. ALL DIMENSIONS, PROPERTY LINES, LIMITS OF R/W, AND AREAS OF ENCROACHMENT CLEARLY LABELED & DISPLAYED.
4. FOCUS IS THE ENCROACHED RIGHT OF WAY, NOT THE DEVELOPING PROJECT.



1 Inch  
or Greater  
Clear Margin



1 Inch, or Greater, Clear Margin On All 4 Sides per Clark County Recorder's Office.

