



## Permit Renewal/Extension Request Instructions

Building and Safety requires a written request to extend or renew a building permit. In order to request a renewal/extension please follow the instructions below.

**Contractors:** Generate a letter on company letterhead requesting to renew/extend permit. The letter must include the following:

- Permit number
- Reason permit expired
- Expected completion date

**Owner Builder:** Generate a letter requesting to renew/extend permit. The letter must include the following:

- Permit number
- Reason permit expired
- Expected completion date

Letter must be emailed to [techs@lasvegasnevada.gov](mailto:techs@lasvegasnevada.gov) .For any other inquiries please call our main number at (702)229-6251.