

# HOW DO I APPLY TO ALTER MY HISTORIC PROPERTY

If your property is listed on the City of Las Vegas Historic Property Register, or is located within the boundaries of a locally designated historic district, there are certain procedures that must be followed for projects proposing to alter your property.

**STEP 1:** Whenever a building permit is required to alter, remodel, build, or otherwise develop a historic property, the applicant must first obtain the approval of the Historic Preservation Commission.

**STEP 2:** Apply for a building permit online [www.lasvegasnevada.gov/Business/Permits-Licenses/Building-Permits](http://www.lasvegasnevada.gov/Business/Permits-Licenses/Building-Permits) or at the Planning Department, 495 S. Main St. Depending on the nature of the work, you may be asked to submit an application for a "Certificate of Appropriateness". There is no additional fee for the certificate.

**STEP 3:** If the work is considered to be "minor in nature," the application may be reviewed in-house by the Historic Preservation Officer and your permit may be approved that same day. Minor work can include: replacing roof shingles with the same type of roof shingles, window replacement, or replacing air conditioning units.

**OR**

**STEP 3:** If the work is considered to be "major in nature," then the proposed work must be heard by the commission. Major work can include but not limited to: room additions, car port alterations, or fencing that requires a permit.

**STEP 4:** The application must include drawings of the proposed work, photographs of the existing house and any manufacturer's brochures, if applicable.

**STEP 5:** Your building permit will not be approved until the proposed work has been reviewed and approved by the commission.

**STEP 6:** The commission will review your application and make a recommendation for approval or denial based on whether the proposed work is determined to be compatible with the historic context of the building or district.

**STEP 7:** If the application is denied, you have the right to appeal to the city council.

The entire process can take time, depending on the scope of the proposed work. It is highly recommended that you contact the Historic Preservation Officer in advance to discuss the proposed work before submitting a building permit to the Department of Planning.

## FOR MORE INFORMATION PLEASE CONTACT

Diane Siebrandt, Historic Preservation Officer  
[dsiebrandt@lasvegasnevada.gov](mailto:dsiebrandt@lasvegasnevada.gov) | 702.229.2476  
495 S. Main St, Las Vegas, NV 89101

