



**City of Henderson  
Development Services Center**

**Change of Contractor  
Commercial, Multi-Family or Residential  
Procedure Guide**

Please use this checklist to assure that your change of contractor request includes all the information necessary for a timely review, processing, and approval.

To change a contractor on a building permit for Commercial, Multi-Family or Residential projects:

The existing contractor must provide written authorization on their company letterhead to be removed from a specific building permit number. The request should include a release of plans if applicable. The authorization letter must be delivered to the City of Henderson Permit Department via email to [COHPermits@CityofHenderson.com](mailto:COHPermits@CityofHenderson.com), by mail or in person.

The Permit staff will remove the current contractor per their written request asking to be removed from the permit. The Permit staff will move their information to the internal notes section on the permit and add a copy of the written request to be removed to the internal documents on the permit identified on the request.

The Permit staff will place a hold on the permit until a new contractor is selected and added to the permit. The new contractor, when identified, will be added to the specific permit and the hold will be released if all legal requirements for the release of plans have been met.

Information regarding the building plans that must be considered:

- The person or firm that prepared, stamped, and signed the plans provides a legal release of the plans [if applicable].
  - A release is not required if the plans are drawn by an architect or a registered designer.
- Plans prepared, stamped, and signed by a general contractor **may not** be assumed by another contractor or homeowner. New plans will be required for any plans prepared by the general contractor.
- If the project is to be completed by a homeowner acting as the builder an Owner Builder Affidavit of Exemption Form must be completed and submitted to the Permit staff.
- Criteria for assuming a permit as an Owner/Builder (permits on residential property only):
  - Property must be the (applicant) homeowners' primary residence in Nevada.
  - Applicant must be on the deed (or property may be deeded in a trust as shown on the Clark County Assessor website).
    - Please provide a copy of the Certification of Trust
  - Property deed must **NOT** be recorded in an LLC as shown on the Clark County Assessor website except as identified in the LLC or LLP Permits Procedure Guide.