

Please use this guide to understand requirements and the method by which one requests to obtain, or change a permit, to an Owner/Builder where the Residential Property is deeded, on the Clark County Assessor Office website, as owned by a Limited Liability Corporation (LLC) or a Limited Liability Partnership (LLP). The request will be submitted to, and may be granted by, the City of Henderson Building Official.

To request a permit be accepted and issued to an Owner/Builder where the property is deeded under an LLC or LLP or to change the contractor of record on a building permit for a Residential project:

A recorded copy of the Articles of Organization (LLC) or Partnership Agreement (LLP) must be submitted with the request to the Building and Fire Safety Division of the City of Henderson. The Articles of Organization or Partnership Agreement must show all persons participating in the LLC or LLP. All persons participating in the LLC or LLP must reside at the property as their primary residence in Nevada.

To change the contractor of record on an existing building permit to an Owner Builder (as a part of an LLC or LLP) 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, by mail or in person.

The Permit staff will change the status of the current contractor (asking to be removed) to a cancelled status 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 a 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 included in the LLC or LLP)
 - Please provide a copy of the Articles of Organization (LLC)
 - Please provide a copy of the Partnership Agreement (LLP)