



**City of Henderson  
Department of Public Works  
Land Development  
702-267-3680**

**Improvement Agreement Extension Amendment  
Submittal Instructions**

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**SUBMITTAL INSTRUCTIONS:**

The following items are required when submitting Improvement Agreement Extension Amendments:

1. Signed and notarized Improvement Agreement Extension Amendment; found [here](#). Extension Amendments must be completed by the same person or company listed on the original Improvement Agreement.
  - a. If the owner / developer has changed, a bond replacement may also be required.
2. A printout of the current Corporate Officers from the Nevada Secretary of State [website](#). If the agreement amendment is not being signed by a Corporate Officer listed on the printout from the Secretary of State, a letter of authorization from an Officer listed on the form or other applicable corporate documentation must be included.
  - a. Per NAC 76.100 a State Business License is required to conduct business in Nevada. An entity doing business in Nevada must be registered with the Nevada Secretary of State or must provide their Nevada State Business License. Non-profits and religious corporations are exempt from this requirement.
3. Email the completed form and supporting documentation to [PWeplan@cityofhenderson.com](mailto:PWeplan@cityofhenderson.com) for processing.

**PLEASE NOTE:**

Incomplete submittal packages will not be accepted which could lead to the permit expiring and halting inspections.