

Who May Apply For & Pick-Up A Building Permit?

Anyone may apply for a building permit as long as any applicable plan check fees can be paid for. However, if the application is for an over-the-counter permit for an owner/builder, and the owner is not making the application, the permit will not be able to be issued as a State of Nevada Contractors Board Owner/Builder Affidavit of Exemption must be completed and signed by the actual property owner.

A Nevada licensed contractor may prepare and submit plans within their license discipline to the Building & Safety Department for their own construction activities provided the contractor's signature and license number is placed on the plans within the stamp provided by the Building & Safety Department indicating responsibility. The Building & Safety Department shall verify that the contractor's bid amount does not exceed the authorized limit of the contractor's license. If a contractor has prepared the plans, then they must sign for the permit when it is issued. Also, a contractor cannot make any changes to the plans that have been prepared by a design professional. In this case the plans shall be re-stamped by the design professional before the Building & Safety Department will accept them.

If an owner submitted for a permit and is building under the owner/builder exemption, then the property owner needs to pick-up and sign for the permits when they are issued. If a contractor is listed on the permit application, then the contractor or the approved contractor's agent* needs to pick-up and sign for the building permit.

Please note that any permit applied for on commercially zoned property, or for multi-family residential use, must have a licensed contractor of record, and must be picked-up and signed for by said contractor upon issuance.

*The licensed contractor must provide a list of approved agents to the Department of Building & Safety prior to any agent being able to sign for a permit. This form can be found on our Applications, Forms & Handouts Page, EZ Permits Page and Office Page.