



COUNTY OF NEVADA BUILDING DEPARTMENT POLICIES

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Policy Number: BD-CSC-07-013
Transferring/Removing Owner,
Contractor, Architect, and/or
Engineer of Record

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1. Purpose

The purpose of this policy is to ensure Department consistency regarding the transferring or removing an owner, contractor, architect, or engineer of building permit record.

2. Policy

It is the policy of the Building Department to protect and assist the community during the construction and development of property in an effort to achieve an acceptable living environment for the citizens of the county. It is also our policy to ensure that property is developed and maintained in a safe manner, by promoting excellence in design and building standards. Through wisdom the Building Department is built, and by understanding it is established.

3. Definition

- 3.1 **Architect** - A licensed professional who designs homes, buildings and other structures.
- 3.2 **Building Permit** - Written permission by a municipal government to construct a new building or other improvement to install prefabricated housing, or demolish, or substantially repair an existing structure. Building permits are obtained prior to the start of construction.
- 3.3 **Contractor** - In the construction industry, a contractor is one who contracts to erect buildings or portions of them. There are also contractors for each phase of construction: heating, electrical, plumbing, air conditioning, road building, bridge and dam erection, and others.
- 3.4 **Engineer** - Any registered engineer who designs all or a part of the Building Structural System and/or who produces all or a part of the Building Structural System Design Documents.

4. Procedures

- 4.1 Any owner, agent of owner, authorized representative, wanting to transfer or remove any architect, contractor or engineer of record shall first complete a "Permit Transfer Request" form.

- 4.2 An architect, contactor, or engineer of record wanting to remove himself/herself from the permit record shall complete “Permit Transfer Request” form.
- 4.3 After completion of the “Permit Transfer Request” form the permit-processing technician shall ensure the form is complete and make the necessary changes within the computer permitting system.
- 4.4 A fee shall be collected and receipted.
- 4.5 After entering the information into the computer permitting system the permit-processing technician shall send a copy of the completed form to the owner of record informing the owner of the change and shall place the original form in the permit file. If the owner of record is making said changes, the permit processing technician shall give a copy of the “Permit Transfer Request” form to the owner at the time of change.

Policy Initiated By: Brian Washko

Policy Approved: _____
Brian Washko, C.B.O.
Chief Building Official

Date: _____



COUNTY OF NEVADA
BUILDING DEPARTMENT
PERMIT TRANSFER REQUEST

TRANSFER FROM CONTRACTOR TO ANOTHER

Permit Number _____ APN _____

Address on Permit _____

Type (check appropriate) Contractor Architect Engineer

Old Name

New Name

Old Address and Phone

New Address and Phone

Old License Number

New Contractor's License Number

REASON FOR CHANGE

Applicant's Name (print)

Applicant's Phone

OFFICE USE ONLY

Permit Technician Name _____

Date _____

Amount Received _____