



DEPARTMENT OF BUILDING & SAFETY

## MAIL IN PLANS, CORRECTIONS, AND REVISIONS

333 North Rancho Drive, Las Vegas NV 89106-3703

Phone: (702) 229-6251 Fax: (702) 382-1240

Permit technicians will process plans, corrections, and revisions received through the mail, FedEx, UPS, or courier as time permits--possibly taking as long as ten (10) working days. We do, however, strongly encourage that a design professional, contractor, or other knowledgeable individual submit plans and revisions in person to the permit technician. Often there are technical questions concerning the documents that need to be answered. Also, the submitter must insure the collation of plans is properly done.

Upon receipt of this completed and signed form, we will collate your corrections and/or revisions within two (2) working days. Collation charges, at the rate of \$100.00 per hour (one-hour minimum), will be payable upon issuance of the permit. Please complete the following information, sign, and return to the City of Las Vegas, Department of Building and Safety, 333 N. Rancho Drive, Las Vegas, NV 89106-3703.

Company Name: \_\_\_\_\_

Name of Job: \_\_\_\_\_

Address of Job: \_\_\_\_\_

Plan Check # (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date