

NOTICE TO INDUSTRY

Department of Building & Fire Prevention

Jerry Stueve, P.E.

Director/Building & Fire Official

TO: Industry
FROM: Jerry Stueve, P.E., Director
SUBJECT: Contractor Payment Requirements
DATE: June 8, 2018

Permits for work which requires a Contractor's License, as stated in NRS and NAC 624, must be obtained with a current Nevada State Contractor's License. In addition, the contractor must also have a Clark County or Multi-Jurisdictional County Business License. Only the following forms of payment will be accepted.

CHECK PAYMENTS:

If paying by pre-printed company check, the company name must exactly match the name on the contractor's license.

*If the company is using a DBA/Fictitious name, that name must appear on the check.

CASH PAYMENTS:

An original and current NV state contractor's card (**not a facsimile or a copy**) of the company licensed to pull the permit.

CREDIT CARD PAYMENTS:

Must be a company credit card matching the name of the contractor exactly as shown on the contractor's license.

*If a personal name is also shown on the company credit card, ID will be required matching the name shown.

PAYMENT FROM OWNER OR TENANT:

A letter from the licensed contractor on company letterhead must include the following information: permit number, project address, name of the a company employee authorized to sign the application, check number and name of the owner/tenant whose check is being used. Also, it must be signed by the company principal or authorized representative. (Signatory of the letter must be different than the person granted authorization to sign application and pull permit).

No third party checks will be accepted. Only checks associated with the project (i.e. current property owner or tenant).