

**CLARK COUNTY DEPARTMENT OF BUILDING
EXPIRED/RENEWAL PERMITS MATRIX**

PERMIT STATUS	PERMIT MAINTENANCE	ACTION REQUIRED FROM CONTRACTOR/DEVELOPER/OWNER
Permit Still Valid	No changes	Need to obtain an approved inspection.
	Change of Contractor(s)	The Owner of Record needs to submit a letter cancelling the original contractor and replacing with the new contractor.
	Plans by RDP	There is no further action required over and above the letter.
	Plans by Original Contractor(s)	New sets of plans prepared by new contractor or registered design professional must accompany COC letter.
Permit About to Expire	No changes	Need to obtain an approved inspection
	Action necessary to maintain permit	An owner or contractor writes a letter to Sam Palmer requesting a permit extension.
	With a change of contractor(s)	The owner writes an additional letter cancelling original contractor and replacing with new contractor.
	Plans by RDP	No further action required over and above letter
	Plans by Contractor(s)	New sets of plans prepared by new contractor or registered design professional must accompany COC letter

PERMIT STATUS	PERMIT MAINTENANCE	ACTION REQUIRED FROM CONTRACTOR/DEVELOPER/OWNER
Permit Expired	Project only requires final inspections/clearances	Contractor to obtain a renewal permit. (Fill out permit application and pay ½ permit fee, expired less than 1 year or full permit fee if expired 1 year or over).
	Project constructed under 2006 or earlier codes	Unless substantially constructed, the customer must resubmit plans designed to and bringing construction up to current code in order to complete construction.
	Project construction under 2009 codes	Contractor to obtain a renewal permit.
	w/ a Change of Contractor(s)	Owner change of contractor letter to be submitted along with contractor renewal application. No new plans required unless original plans were prepared by original contractor.
	Plans by RDP	Obtain renewal permit. No new plans required.
	Plans by Contractor(s)	Obtain renewal permit. No new plans required unless there is a new contractor. If so, new plans need to be submitted and prepared by new contractor or new registered design professional.
	Project requires redesign	Depending upon redesign, customer can either submit for a revision or be required to submit completely new drawings and application (determination to be made by Plan Exam Manager).
	Project Use/Variance expired (exceed time to commence/ complete etc.)	Customer to contact Current Planning for a new land use application or extension of time for existing land use. After this is completed they can apply for renewal permit.