



# Comprehensive Planning Address Change Request Application

## **GENERAL INFORMATION**

This guide outlines the requirements/procedure to request an address change for an address that was previously assigned in unincorporated Clark County, Nevada.

A property owner or developer may request an address change for an address that was previously assigned.

1. An application shall be completed and submitted to Addressing Services. (A copy of the application is provided at the back of this guide)
2. An appointment is required to submit the Address Change Request application. Please call (702) 455-3413 and ask for Addressing to schedule an appointment.
3. A fee will be due at the time the application is submitted. (See Required Fees on page 2 of this handout.)

## **PLANS REQUIRED**

A site plan showing the addresses for all buildings and structures located on the property will be required for multi-family residential or commercial/industrial address changes.

A site plan may be requested for a single-family residential address change request if deemed necessary during the review.

## **REVIEW PROCESS**

All address change requests are reviewed by Addressing Services of the Department of Comprehensive Planning.

1. Address change requests may be approved if the request falls within the guidelines of the Las Vegas Valley Street Naming and Address Assignment Policy found in Appendix A of Title 30.
2. Corner lots shall also meet the Design Standards set forth in Table 30.56-2 of the Development Standards in Title 30.
3. The review process may take up to two (2) weeks.



# Comprehensive Planning Address Change Request Application

## **PERMITS**

All building permits that have been issued and are still active that are affected by an approved address change shall be reprinted with the new address.

## **REQUIRED FEES**

Fees are assessed per Title 22.02, Clark County Building Administrative Code.

1. One Hundred Ten dollars (\$110.00) is due at the time the application is submitted.
2. If the address change request process exceeds one (1) hour, an additional fee will be charged in half hour increments based on an hourly rate of One Hundred Ten dollars (\$110.00) per hour.
3. There will be a five dollar (\$5.00) re-print fee for each permit that is reprinted due to an approved address change.
4. Exemptions to the fees listed above are as follows:
  - Address change requests made by Local, State, or Federal Governmental agencies.
  - Corrections to an address requested by the property owner if the address assigned to the property does not fall within the proper range of the Clark County Addressing Grid or the Addressing Grid established for their property location.

PLEASE NOTE: Addressing Services can only accept payments made by check or cash (exact change only).



# Comprehensive Planning Address Change Request Application

## **APPROVED REQUESTS**

### No Additional Fees Due:

Upon completion of the address change review, the applicant will be notified, in writing, of the new address that has been assigned.

### Approved with Additional Fees:

1. The applicant will be notified if additional fees are due for an approved address change request. The outstanding balance shall be paid prior to the completion of the address change.
2. An appointment may be required to submit the payment for the balance due.
3. Depending on the complexity of the address change, the address change may be completed over the counter at the time the balance due is paid.
4. After all applicable fees have been paid, Addressing Services will change the address and notify the owner in writing with an address change letter.

### Active Building Permits:

Any active building permits will need to be re-printed with the new address. Please contact the Department of Development Services, and provide a copy of the address change approval letter, to re-print any active building permits and to pay any required re-print fees.

## **AGENCIES NOTIFIED**

The following agencies will be notified by Addressing Services of the new address:

Metro Police Dept.  
Fire Alarm Office  
U.S. Postal Service  
NV Energy  
Southwest Gas Corp.  
CenturyLink

Cox Communications  
North Las Vegas Utility Dept.  
Republic Service  
Las Vegas Valley Water Dist.  
Address Change File  
C.C. Development Services (Records)

C.C. GIS Office  
C.C. Elections Dept.  
C.C. Water Reclamation  
C.C. School Dist.  
C.C. Assessor's Office  
C.C. Business License

## **OWNERS RESPONSIBILITIES**

The property owner is responsible for changing the address display per the Las Vegas Valley Street Name and Address Assignment Policy, Appendix A of Title 30 and updating their personal records.



## **Comprehensive Planning Address Change Request Application**

### **RETURNED CHECKS**

1. If the check for the initial submittal of the address change request is returned, the address change will not be processed until sufficient payment is received.
2. If the address change has been approved and the check that paid any balance due is returned:
  - Any active building permits will be placed on hold until payment is received, or
  - A note will be placed on the parcel and the Department of Development Services may determine that no future building permits or other activity will be approved until the fees have been paid.

### **DENIED REQUESTS**

If the application is not able to be approved, the applicant will be notified, in writing, with an explanation of the decision. The application fee is non-refundable per Title 22.02, Clark County Building Administrative Code.