



**City of Boulder City**  
 Community Development Department  
 Building and Safety Division  
 401 California Avenue  
 Boulder City, NV 89005  
**Main Line:** (702) 293-9282  
**Email:** buildingpermits@bcnv.org

## Permit Transfer Letter

*This form is to be completed by **the current permit holder***

I, \_\_\_\_\_ hereby transfer all of my interest and rights in  
 Print Name

Permit # \_\_\_\_\_ at \_\_\_\_\_  
 Street Number Street Name

to the following:

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 License Number Contact Name Phone Number

This transfer shall include all fees and approved plans.

Signed\* \_\_\_\_\_  
 Signature of Current Permit Holder Print Name Date

Witness\* \_\_\_\_\_  
 Signature of Building & Safety Division Staff Member Print Name Date

**\*NOTE:**

Building and Safety Division staff must witness the signature of the current permit holder OR this letter must be notarized by a Notary Public. In accordance with the 2017 Building and Safety Division Administrative Code, the Permit Transfer Fee is \$80.00. A completed letter must be submitted to the Building and Safety Division and the fee must be paid prior to commencement of any work by the new permit holder.

State of Nevada  
 County of Clark

Notary Stamp

Signed and Sworn to before me

on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary: \_\_\_\_\_