

COMPANY LETTERHEAD

(Letterhead must include company information (address, city, state, zip, phone))

Insert Date

Clark County Development Services
4701 W. Russell Road
Las Vegas, NV 89118

Attn: Permit Issue

Re: CHANGE SUB CONTRACTOR

Permit #: _____

Project Address: _____

Please cancel the Sub Contractor of Record for *(electrical, mechanical or plumbing)* issued to *(Insert sub-contractor company name)* for *(Must insert the purpose or reason)*.

The new Sub-Contractor to finish out the job will be *(Insert sub-contractor company name)*.

Thank you,

(Signature Required)

Name

Title of Person Signing *(Must be a company principal or representative)*

***PLEASE SUBMIT YOUR LETTER TO OUR CUSTOMER SERVICE DESK AT:
changeofcontractor@clarkcountynv.gov***