



Self-Certification Program  
Hold Harmless  
Building Plans Sample Letter

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*~Sample Letter~*

**Must be printed on property owner's letterhead**

**DATE:**

**City of North Las Vegas  
Land Development and Community Services Department  
2250 Las Vegas Blvd. North  
North Las Vegas NV. 89030**

**Re:  
Project Name**

**Project Address**

**Building Owner's Name**

**Attention Building Official:**

In consideration of the issuance of a construction permit under the Self-Certification Program for the project address identified above, I, \_\_\_\_\_(insert owner's name), hereby agree to protect, defend, indemnify, and hold the City of North Las Vegas Community Development and Compliance Department, and their officers, representatives, managers and employees harmless against any and all claims, demands, awards, suits, judgment, liabilities, losses or damages arising out of, or being in any way connected with the design, construction and/or code compliance review for the above referenced project.

The obligation should not be construed to negate, waive or otherwise reduce any other right or obligation of indemnity that may exist in the favor of the City of North Las Vegas.

It is further understood and agreed that if the construction of the project is contrary to, or does not meet the standard of the City of North Las Vegas Building Construction Codes, or the permit to be issued pursuant to this Letter, I, as the owner shall, at my own expense, remove or modify any and all components that do not conform.

Further, an insurance rider is required as follow;

Furnish to the City of NLV a certificate of professional liability insurance, issued by an insurer authorized to insure in the State of Nevada, with limits of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate for all claims made during the policy period.

This letter shall constitute an agreement between our company (insert name) and the City of

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North Las Vegas that the City of North Las Vegas shall be, and hereby is, added as an additional insured under our general liability policy, and such addition as an additional insured is a prerequisite to commencement of any work on the project. This requirement is intended as a permit for insurance purposes, and will allow for the courtesy inspection process prior to the issuance of a formal building permit by the City.

"Regardless of any technical requirements for additional insured status set forth in the policy(ies) listed above, the City of North Las Vegas shall be an additional insured under the policy(ies) listed above upon commencement of work on the project."

**Sincerely,**

**Building Owner's Signature**