702-759-1633
pa@snhd.org

PUBLIC ACCOMMODATIONS
CHANGE OF OWNERSHIP
HOTEL/MOTEL, RVPARK, MOBILE HOME PARK, SCRV

Upon a change of permit holder/new ownership of a Public Accommodations, the new owner must apply for a health permit through the Health District, per NRS 447.

A Health Permit issued pursuant to these Regulations is not transferable from person to person or from location to location.

A Change of Permit Holder (CPH)/Change of Ownership (COO) applicant may remain in operation while taking over a functioning public accommodations facility under the following circumstances:

- The previous owner's permit is in good standing (no active closures, suspensions, etc.).
- The application for a COO is made within 30 days of the start date reflected on the lease or execution date of the sale documents.
- The applicant calls and obtains an inspection within 30 days of the date of application and payment and passes that inspection.

An application for the new permit holder must be submitted within 30 days of execution of the change of permit holder documents (deed, close of escrow, lease agreement, legal contract, etc.); **Failure to submit the application within 30 days of execution of the change of ownership will result in the assessment of additional fees.**

Instructions for Submission:

- Applications and proof of ownership in the form of a deed, close of escrow, lease agreement, legal contract, etc must be submitted electronically to PA@snhd.org. SNHD may require hard copies of specific documentation, if necessary.
- Submission of incomplete documentation will be rejected and will result in project delays and additional fees may apply.
- Projects will maintain as "active" status for up to one year after the last activity. After one year with no activity, the project will be deleted, and resubmittal of documents, applications, and application fees will be required.

Fees:

- All fees must be paid within five business days after receipt of the invoice.
- The COO process will not begin until all appropriate fees have been paid.
- A re-inspection fee will be applied for all failed inspections
- Fees may be assessed when additional services are required
- Inspection cancellations must be made at least two hours prior to the scheduled inspection.

Final Permitting Inspection:
The owner or owner's representative must contact the assigned inspector to schedule the inspection at least three business days in advance of the desired inspection date. Inspections will be scheduled according to inspector availability. A re-inspection fee will be applied for all failed inspections, and the facility will not be issued an operating permit until the permitting inspection has been passed. Inspection cancellations must be made at least two hours prior to the scheduled inspection to avoid additional fees.

I, the undersigned, as a representative of the permit holder/applicant, understand and agree to be held to the conditions/responsibilities as provided in this document.

Name of Facility:_____

Signature:_____

Printed Name:_____

Date:_____