



City of Boulder City
Community Development Department
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Accessing a Permanent Address File Online

These instructions will provide access to permanent address files for commercial and residential properties via Laserfiche Weblink online

Please note that files are being scanned on a regular basis but not all files have been scanned electronically at this time. If you search for a file and the folder is empty, please visit our office to view the hard copy file. A request can be made in the office to scan the file for online availability. We appreciate your patience as we move forward to provide electronic files.

To locate a permanent address file for a commercial and/or residential property, please follow the instructions below:

- ✓ Access the website at <http://weblink.bcnv.org:81/publicweblink/Welcome.aspx?dbid=0>
- OR**
- ✓ Go to the City website at bcnv.org; place your cursor over "Resources" at the top of the page; and scroll down and click on "Public Records System"
- ✓ Click on the link that says "Click Here to Browse the Public Records"
- ✓ Click on the "COMMUNITY DEVELOPMENT" folder
- ✓ Click on the "Address Files" folder
- ✓ Locate the folder of the street for which you are searching using the first letter of the street name. Click on this folder.
 - **Avenues will be listed under the letter of the avenue (i.e., Avenue M is under the M Streets folder).*
 - ** Numbered streets are listed as if they were spelled out (i.e., E for Eighth Street).*
- ✓ Locate the street name and click on the folder
 - **On this page, the letter avenue will be listed with the letter first, at the top of the page.*
- ✓ Locate the address block and click on the folder
- ✓ Locate the folder of the address for which you are searching and click on it
- ✓ Click on the "Building File" folder
- ✓ Inside this folder will be a link to a document that contains all the documents in the permanent address file located in our office. It will be named by the address (i.e., 400 Avenue M). If the folder is empty, it means the file has not yet been scanned.

NOTE: Oversized plans have not been scanned but you may contact our department regarding accessing paper copies of plans from our archives. Please understand, though, that most building plans for single-family residences do not exist any longer since they were allowed to be destroyed by law after one year and most plans were destroyed due to lack of storage capacity. Other plans are restricted as per State law, such as government buildings, churches, etc. Please contact our department to inquire as to if the plans may be viewed in person or not.