



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

## Accessing Permanent Address Files 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 to providing all files electronically.***

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?cr=0>
- OR**
- ✓ Go to the City website at [bcnv.org](http://bcnv.org); place your cursor over "HOW DO I" at the top of the page; under "VIEW" click on "View Public Records"
- ✓ Click on the link that says "Search for Documents in the Building Department Office"
- ✓ Click "Browse" in the upper left-hand corner of the web page
- ✓ Click "BUILDING RECORDS-COMMUNITY DEVELOPMENT"
- ✓ Click "Address Files"
- ✓ Using the first letter of the street name, locate the folder of the street for which you are searching. 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 avenue folder will be at the top of the list*
- ✓ Locate the address block and click on the folder
- ✓ Locate the property address and click on the folder
- ✓ 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., Avenue M 400). If the folder is empty, it means the file has not yet been scanned.

***NOTE: Most architectural drawings (oversized plans) have not yet been scanned but you may contact our department to access plans from our archives. Please understand that most building plans for single-family residences do not exist, as they were destroyed per our retention period. Other plans are restricted as per State law, such as government buildings, churches, etc. Please contact our department to inquire as to whether or not the plans may be viewed in person.***