



DEPARTMENT OF BUSINESS AND INDUSTRY  
DIVISION OF INDUSTRIAL RELATIONS  
MECHANICAL COMPLIANCE SECTION

**CHANGE FORM: FOR LOCATION NAME, PROPERTY OWNER, NEW POINT OF CONTACT, INVOICE/BILLING**

<b>LOCATION</b>				
Location Name:				
Address:				
Previous Location Name (if applicable):				
<b>PROPERTY OWNER</b>				
Name:				
Mailing Address:				
Phone:				
E-mail Address:				
<b>NEW POINT OF CONTACT</b>				
Name:				
Office Phone:				
Mailing Address:				
Email Address:				
Property Management Company Name (if applicable):				
This is not a Property Management Company: <input type="checkbox"/>				
<b>INVOICE/BILLING</b>				
Attention to:				
Email address for Invoices:				
Mailing address for Invoices:				
<b>STATE #'s</b> (Large locations need not include every object number – this information is used to help us identify/confirm your location)				
<input type="checkbox"/> Boiler Objects <input type="checkbox"/> Elevator Objects				
<b>THIS FORM IS BEING SUBMITTED BY</b>				
Name:			Date:	
Phone:				
E-mail address:				

**Reno:** 4600 Kietzke Ln, Suite F-151, Reno, NV 89502 - Telephone (775) 688-3750

**Las Vegas:** 3360 W. Sahara Avenue, Suite 170 Las Vegas, Nevada 89102 - Telephone (702) 486-9054  
<https://dir.nv.gov/>

E-mail form to: [mcs@dir.nv.gov](mailto:mcs@dir.nv.gov)