



RESOURCEFUL CONTACTS

Nevada Secretary of State

(775) 684-5708

www.nvsilverflume.gov/startBusiness

PSI Exam Center

(800) 733-9267

<https://candidate.psiexams.com>

Nevada Business Development Center

(800) 240-7094

<http://nsbdc.org>

NV Division of Industrial Relations

(702) 486-9020

dirweb.state.nv.us/

NSCB Business Assistance Program

(702) 486-1100 or (775) 688-1141

www.nscb.nv.gov



About the Board

The Nevada State Contractors Board (NSCB) governs contractor licensing for the State's construction industry. Contact us for information you need about a contractor's license and bond.

The Board also works diligently to investigate and pursue prosecution of unlicensed contracting practices that put homeowners at risk and endanger the livelihoods of legitimate, licensed contractors in Nevada.

Visit our website
to learn about contractors'
obligations regarding the
Residential Recovery Fund.



www.nscb.nv.gov

Southern Nevada Office

2310 Corporate Cir., Ste. 200

Henderson, NV 89074

Phone: 702-486-1100

Fax: 702-486-1190

Northern Nevada Office

5390 Kietzke Lane

Suite 102

Reno, NV 89511

Phone: 775-688-1141

Fax: 775-688-1271



Applying for a Contractor's License Knowing What to Expect and How to Prepare



License Requirements

Congratulations! You've taken the first step to become a Nevada licensed contractor! We want your application to be processed as quickly and efficiently as possible, which is why we've put this brochure together to call out important sections you'll want to take your time on, make you aware of potential costs involved with licensure, and help you avoid common pitfalls that can delay the processing of your application.

First Things First...

- Visit the Nevada Secretary of State's office or website www.nvsilverflume.gov/startBusiness to register your business. You'll receive a Nevada Business ID, which you will need to include in Section 1 of the application.
- Attend our **FREE Business Assistance Program** (offered every 3rd (Reno) and 4th (Henderson) Friday of the month from 9-11 a.m.) to learn key requirements for licensure and other helpful tips.
- Start thinking of **4** people who could provide references for you using the forms provided in your application. Be sure to read the instructions in Section 7.
- A **\$300 non-refundable fee** is required when you submit your application.
- **Contact Board personnel with any questions you have about the application.** Our employees are happy to assist you. The Board is not affiliated with and does not endorse any outside school or contractor assistance services.

READ EVERYTHING!

Don't assume anything when skimming through the application. Take time to read the instructions and requirements thoroughly, and **ALWAYS ANSWER HONESTLY!**

Inside the Application...

- **Exam Requirements:** Either you or a member of your personnel listed on the application will need to take and pass both a management and trade exam(s) in order to be eligible for licensure.
- **Financial Responsibility:** Unless you are requesting a monetary limit of less than \$10,000, you will be required to have a Certified Public Accountant prepare your Financial Statement, which must be submitted with your application. If applying for a monetary limit less than \$10,000, you may use the Board's form to generate a self-prepared statement (*see back panel of brochure for helpful resources*).
- **Background Checks:** Fingerprints must be submitted for all individuals listed on the license in order for the Board to conduct a background investigation for any criminal activities. **PLEASE NOTE:** It is important to complete this section honestly and completely.

Avoid These Application Processing Delays!

Reasons processing times may be delayed:

- Failure to provide all required documentation, including proof of experience, passing of exams, accurately completed financial statements, etc.;
- Application is incomplete, not all required information and/or signatures are provided;
- Financial statements do not meet the necessary requirements;
- Failure to answer the background disclosure statement honestly may be grounds for denial of the application; and/or
- Discrepancies in information are found.

Anticipated Costs

- One-time non-refundable application fee of \$300.
- Upon approval of your application, a \$600 biennial license fee will be required.
- Exam fees (contact PSI for current rates).
- Bonding & insurance costs.
- Residential Recovery Fund assessment (for residential contractors only).

NSCB performs background checks on ALL applicants

