

**Whether** you're considering a minor home improvement or a large-scale remodel, the contractor you hire can make or break your project. For most people, construction projects are not everyday occurrences. Therefore, we do not always know what questions to ask or what to look out for before hiring a contractor. The Nevada State Contractors Board (NSCB) has been protecting consumers since 1941.

## 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 has important consumer information and complaint forms that can be downloaded or sent to you by calling one of the Board's offices.

Get information from NSCB before you:

- Hire a contractor.
- Sign a contract.
- Pay for work and repairs.

**Visit our website to learn more about the Residential Recovery Fund.**



[www.nscb.nv.gov](http://www.nscb.nv.gov)



**Southern Nevada Office**  
2310 Corporate Circle, Ste. 200  
Henderson, NV 89074  
Phone: 702-486-1100  
Fax: 702-486-1190

**Northern Nevada Office**  
9670 Gateway Drive, Ste. 100  
Reno, NV 89521  
Phone: 775-688-1141  
Fax: 775-688-1271

If you believe the contractor you hired has performed substandard work, you may file a complaint with NSCB. Complaint forms can be downloaded from our website at: [www.nscb.nv.gov](http://www.nscb.nv.gov) or obtained at one of our offices.



# Ready, Set, Hire!

What You Should Know  
Before Hiring a Contractor



**Measure up...use licensed contractors.**





## 1. Ready...

### Before you select a contractor:

- Ask if they have a contractor's license and verify the license on NSCB's website.
- Interview contractors and get at least three bids for your project.

## 2. Set...

### Before hiring the contractor you've selected to work with:

- Check the contractor's license number online or by contacting NSCB.
- Check the contractor's record with the Better Business Bureau in your area or visit [www.bbb.org](http://www.bbb.org)
- Get three references and review the contractor's past work.

- Get a written contract and do not sign anything until you completely understand the terms.
- In addition, after you select a contractor, obtain a list of all their subcontractors and material suppliers who will be used on your project. This protects you in case you need to contact one of the subcontractors directly. Make sure the subcontractors are properly licensed, too.

## 3. Hire!

### Even after you hire a contractor, stay vigilant and be aware of unconventional payment schedules and agreements:

- Don't let payments get ahead of the work. Keep a record of all payments. Don't make a final payment until you are satisfied with the job.
- Don't pay cash.
- On most types of contracts, it is a good rule of thumb not to pay more than 10 percent down and not let payments get ahead of the work. For pool contracts, pay 10 percent down or \$1,000—whichever is less—if a deposit is required.
- Keep a job file of all papers related to your project.



## Common Red Flags

### Reasons Not to Hire:

- You can't verify the contractor's name, address, telephone number or credentials.
- You can't verify that the contractor is licensed, insured and/or bonded.
- The contractor won't give you references.
- The contractor asks you to obtain building permits.
- You are asked for a large down payment up front, or to pay the entire price of the job before work is started.

### Where to Report Suspicious Activity

If you are concerned about the business activity of a contractor, or the lack of information available on a contractor you are researching, contact NSCB's Investigative Department:

#### Las Vegas

Phone: 702-486-1160  
Fax: 702-486-1166

#### Reno

Phone: 775-850-7838  
Fax: 775-850-7854

