



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Active Licenses

On-Line Renewals

To access the online renewal section, go to

www.nscb.nv.gov

Select the "On Line Renewals and Services" link

or

Select the Tab "Online Services" and Select "Main Menu"

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Measure up...use licensed contractors.

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News

Website News:

- Contractor listings by county and classification

Unlicensed Contracting:

- Report Unlicensed Contracting
- NSCB's Most Wanted

NSCB Media Center:

- Watch videos and listen to audio of the latest NSCB events
- Find news on more NSCB events in the News Archive
- Contractors! Join the Fight Against Unlicensed Contractor Activity!
- Sign Up for Our News Letter and Alerts
- Sign Up for Our Senior Bulletins
- On Line Renewals and Services

Mobile App Now Available!

Verify contractors' licenses and report unlicensed activity with ease!

Download now on your iPhone or Android

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Video Viewer

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News Online Searches Forms FAQs & Brochures Agendas & Minutes **Online Services**

Online Services

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Instructional Videos

Video Viewer

Hiring A Licensed Recovery Fund - Filing Disciplinary Hearing Investigat Process



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Active Licenses

Public Services Main Menu

Enter your User ID and Password

Select Log On

You must be registered to log on. If you need to register, select "New Registration" to obtain your User ID and Password.

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Public Services Main Menu
Welcome to the Nevada State Contractors Board Online Services features.
To search for a Licensed Contractor, please select Public License Search below.
To search for Disciplinary Actions, select Public Disciplinary Action Search below.
To access your account, please login below. (Registration Required)
If you have not yet registered, please select New Registration to get started.
Thank You

Public Services
[Public License Search](#)
[Public Disciplinary Action Search](#)

Nevada Contractor Login
- User ID / Email Address:
- Password:
Log On
Forgot your password? Click [here](#).

Nevada Contractors - Register Here
[New Registration](#)

Main Menu

Select the license number you wish to renew.

Nevada State Contractors Board

Main Menu
The Licenses you have registered are listed below.
By adding licenses to your registration, you will be able to renew your licenses on-line, update your address and check the s

Please note - This system is not compatible with Mac computers.
If you have difficulty using Internet Explorer in Windows, please try using Mozilla Firefox.

To add a license not listed: "Select [Add Licenses To Registration](#)" from the functions list below.
You will need the Online Registration ID Number provided to you on the Biennial Renewal Application mailed to you by the Ne
The Online Registration ID Number is located on the upper right hand side of the renewal form.

To **Change your Address**: Select the License Number you wish to change, then select Contractor Change of Address, then

To check the status of a pending application: Select the Application Status Inquiry below.
Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

Functions	Your Nevada License(s)
Apply for a New License	Contractor #0004556
View User Profile	
Pay For Online Applications	
Add Licenses To Registration	
Application Status Inquiry	



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Active Licenses

License Menu

Select "Active License Contractor Renewal"

If you do not see an Active License Contractor Renewal link, your license is not scheduled for renewal. Contact an office of the Board if your license is will expire within the next 60 days and you do not see this link.

The screenshot shows the website header with the Nevada State Contractors Board logo and the slogan "Measure up...use licensed contractors." Below the header, the user's license information is displayed: "Nevada State Contractors Board", "License # 0004556", and "Contractor". A "Main Menu" and "Logoff" link are visible in the top right. The "License Menu" section lists available options: "Active License Contractor Renewal", "Change Of Address", and "Order Additional Pocket Cards". A red arrow points to the "Active License Contractor Renewal" link. A "License Status" box shows the status as "Active" and the expiration date as "11/30/2015". A "Back" button is located at the bottom right of the menu area.

Introduction

Have all the items listed in the Introduction page available before proceeding.

Select Next

The screenshot shows the "Active License Contractor Renewal - Introduction" page. It includes a list of nine items that must be available before proceeding: 1. Your *renewal application that was previously mailed to you. 2. Mailing and Physical Addresses for each person listed on the renewal. 3. Nevada Business ID number (obtained from the Nevada Secretary of State's office). 4. Name and Address of your Resident Agent. 5. Workers Compensation or Self Insurance Certificate Information. 6. Bankruptcy Information (if filed within the last 2 years). 7. Number of Building Permits & Construction Projects completed within the last 2 years (if requested on your *renewal application). 8. Financial Statement and Bank Verification Form (if requested on your *renewal application). 9. Credit Card Information. Below the list, there are instructions to press "Next" to continue and "Cancel" to return to the main menu. A red arrow points to the "Next" button.

Renewal Questions

Answer the Verification of Employment or Association of Qualified Employee question

Select Next

The screenshot shows the "Active License Contractor Renewal - Renewal Questions" page. It features a section titled "**VERIFICATION OF EMPLOYMENT OR ASSOCIATION OF QUALIFIED INDIVIDUAL**". The question asks: "** I certify under penalty of perjury, that the qualified individuals listed on my license are still associated with this company and performing the duties required of a Qualified Individual pursuant to 624.260." Below the question, there are radio buttons for "Yes" and "No". Instructions indicate to press "Next" to continue, "Previous" to return to the previous section, and "Cancel" to return to the main menu. A red arrow points to the "Next" button.



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Address Detail Summary

You can change addresses for the licensee and any of its principals.

To change an address, select the link to the left of the record you wish to change.

To skip: Select Next

Active License Contractor Renewal - Address Detail Summary

To Change one of the addresses below, select the link to the left of the address you wish to change.

The Mailing Address is where all correspondence and your license certificate will be mailed to.

Press "Previous" to return to the previous section.

Press "Next" when finished adding/changing addresses.

Press "Cancel" to cancel this application and return to the main menu.

Addresses

Mailing Address

Address: P O BOX 555
ANAHEIM, CA
92806
Phone Number: (714) 555-5555
E-mail: CONTRACTOR@555.COM

License Specific Addresses

Physical Location

Address: 50000 S MAIN ST
ANAHEIM, CA
92806
Phone Number: (714) 555-5555
E-mail: CONTRACTOR@555.COM

[Previous](#) [Next](#) [Add](#) [Cancel](#)

Nevada Business ID

Enter your Nevada Business ID number, as provided to you from the Nevada Secretary of State's office.

Select Next

Active License Contractor Renewal - Nevada Business ID - Information

All businesses are required to have a Nevada Business License which has a unique Nevada Business ID. The number you enter below must be issued under entity listed on your contractor's license.

If the information listed on the Nevada Secretary of State's website does not match the name or entity listed on your license, contact the Nevada Secretary of State to obtain a proper Business ID Number. They can be reached at (702) 496-2880 or www.sos.state.nv.us

We cannot update your record unless the Nevada Business ID you provide matches the name and entity listed on your license.

Press "Previous" to return to the previous section.

Enter appropriate details and press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

The format of all NV Business ID's look like: **NV20151234567** (As an Example)

[Click this link if you need assistance locating your Nevada Business ID number.](#)

* Enter Your NV Business ID Here >>>>>>>

Resident Agent - Information

Enter the Name and Nevada Address of your Resident Agent. Please note, your Resident Agent must be located in Nevada.

Select Next

Active License Contractor Renewal - Resident Agent - Information

Press "Previous" to return to the previous section.

Enter appropriate details and press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

NEVADA LAW REQUIRES ALL LICENSEES TO PROVIDE THE NAME AND ADDRESS OF A PERSON PHYSICALLY LOCATED IN THE STATE OF NEVADA FOR SERVICE OF LEGAL DOCUMENTS SUCH AS SUBPOENAS, HEARING NOTICES OR COURT DOCUMENTS.

If a Resident Agent is not listed below, one must be added now.

*Resident Agent Name:
*Street Address:
*City:
*State:
*Zip Code:

[Previous](#) [Next](#) [Cancel](#)



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Active Licenses

General Renewal Questions – Information

RESIDENTIAL RECOVERY FUND – If you are not already Registered with the Residential Recovery Fund, you can register here by selecting Yes.

CONSTRUCTION EDUCATION FUND – To make a voluntary contribution to the Construction Education Fund, select Yes and indicate the amount you wish to contribute.

Select Next

Active License Contractor Renewal - General Renewal Questions - Information

Complete the following questions and select "Next" to continue.
Press "Previous" to return to the previous section.
Enter appropriate details and press "Next" to continue.
Press "Cancel" to cancel this application and return to the main menu.

RESIDENTIAL RECOVERY FUND

Indicate whether or not you perform residential work. If you mark YES, and had previously signed an exemption form, the required fees will be added to your total fees due. Yes No

You cannot change your status from participant to exempt online.

CONSTRUCTION EDUCATION FUND

Mark YES if you would like to make a voluntary contribution to the Construction Education Fund. Otherwise, mark NO. The construction education fund was created to help support construction education programs in Nevada. Yes No

If you marked yes, what Amount do you wish to contribute?

[Previous](#) [Next](#) [Cancel](#)

Workers Compensation – Information

Provide information about your Workers Compensation Insurance Information Here.

If you are exempt, mark Yes in the Exempt section.

If you are not exempt, mark No in the Exempt section and complete one of the sections above it, as applicable.

Active License Contractor Renewal - Workers Compensation - Information

Press "Previous" to return to the previous section.
Enter appropriate details and press "Next" to continue.
Press "Cancel" to cancel this application and return to the main menu.

WORKERS COMPENSATION INFORMATION

Please complete the applicable section concerning your Workers Compensation Coverage

Enter your Industrial Insurance Policy Information in this section.

(As shown on your Certificate of Liability Insurance (Accord) form.

Insurance Company Name (Insurer):

Workers Compensation Account/Policy Number:

Policy Expiration Date: (mm/dd/yyyy)

OR

If Self Insured, Enter Your Self Insured Certificate Number Below:

Self Insured Certificate Number:

Expiration Date: (mm/dd/yyyy)

OR

If Exempt, mark Yes. If not exempt, mark No and complete one of the sections above.

By marking "Yes", I declare, under penalty of perjury that I/we are not subject to the provisions of chapters 616A to 616D, inclusive, or chapter 617 of NRS because: 1) I/we have no employees; 2) I/we are not or do not intend to be a subcontractor for a principal contractor; and 3) I/we have not or do not intend to submit a bid on a job for a principal contractor. Yes No

[Previous](#) [Next](#) [Cancel](#)



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Child Support Statement – Information

Sole proprietorships must answer this question regarding compliance with Child Support

If you are not a sole proprietor, skip this question by selecting Next.

Active License Contractor Renewal - Child Support Statement - Information

Press "Previous" to return to the previous section.
Enter appropriate details and press "Next" to continue.
Press "Cancel" to cancel this application and return to the main menu.

CHILD SUPPORT INFORMATION STATEMENT FOR SOLE PROPRIETORSHIPS ONLY

PURSUANT TO NRS 425, ALL SOLE PROPRIETORSHIP LICENSEES ARE REQUIRED TO COMPLETE THIS SECTION IN CONNECTION WITH RENEWAL.

If your answer to this question is NO, then you should contact the district attorney or other public agency enforcing the order to determine the actions you may take to satisfy the order.

By answering YES, you hereby certify that you are not subject to a court order to pay child support or you are subject to a court order for the support of one or more children and are in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Yes No

[Previous](#) [Next](#) [Cancel](#)

Veteran Owned Businesses

This applies to businesses that are owned by a veteran of the U.S.

Skip this question by selecting Next if this does not apply.

Active License Contractor Renewal - Veteran Owned Business - Information

The following information is being requested pursuant to an Executive Order 2014-20 signed by Governor Brian Sandoval on September 23, 2014 for reporting data related to veteran owned businesses in Nevada.

If a United States Veteran owns at least 51% of this company, please provide the following information for that veteran.

Press "Previous" to return to the previous section.
Enter appropriate details and press "Next" to continue.
Press "Cancel" to cancel this application and return to the main menu.

First Name:
Middle Name:
Last Name:
Branch of Service:
Veteran's Military Occupation Specialty/Specialties:
Service Date From: (mm/dd/yyyy)
Service Date To: (mm/dd/yyyy)

[Previous](#) [Next](#) [Cancel](#)



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Financial Information – Information

Bankruptcy Filings

1. All Licensees must answer the question related to Bankruptcy filings in the last 2 years.

Financial Statement Requirement

1. If the bottom section of the front of your renewal application indicates you must provide a financial statement and bank verification with your renewal, then you must answer the 2 questions related to the number of building permits pulled and construction projects completed in the last 2 years.

and,

2. In addition, you must upload a financial statement and completed bank verification form. You will be able to upload these documents on the next screen.

Select Next

Active License Contractor Renewal - Financial Information - Information

Press "Previous" to return to the previous section.

Enter appropriate details and press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

Bankruptcy Filings

*Within the last 2 years, has this business entity or its indemnitor (If applicable) filed for bankruptcy? Yes No

If Yes, Debtor Name?

Date Bankruptcy was filed:

(mm/dd/yyyy)

Bankruptcy Case Number:

This section applies to everyone.

Financial Statement Requirement

The following section only applies to licenses that are required to provide a financial statement with their renewal. Please check the bottom section on the front of your renewal application that was mailed to you to determine if this applies to you. If it does, then you must complete this section and upload your financial statement and bank verification. If not, you may skip this section, select Next to continue and skip the upload screen.

1. Indicate the number of building permits issued to you within the last 2 years:
2. Indicate the number of construction projects you have completed within the last 2 years:

This section only applies to licensees who are required to submit a financial statement with their renewal.

UPLOAD FINANCIAL STATEMENT AND BANK VERIFICATION

3. In addition, you will be required to attach a copy of your financial statement and bank verification form.

[The financial statement requirements can be viewed here.](#)

You will be able to upload your financial data in the Financial Data Upload Form, after selecting Next. Please have your financial data ready to upload.

Previous

Next

Cancel



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Financial Data Upload Form

Upload your financial statement and bank verification here.

To Upload documents:

Select Browse
(Locate the file you want to attach. The file must be in the one of the following formats- pdf jpg gif tif doc)

Select Attach
(To attach another file, repeat the above steps)

Select Next when finished.

If you not required to submit a financial statement, select Next.

Active License Contractor Renewal - Financial Data Upload Form

This section is only for renewals that require a financial statement and bank verification.

To use this upload form, you must have your financial statement and bank verification scanned and/or saved on your computer in one of the following formats:

pdf jpg gif tif doc

1. Select "Browse" to locate the file you want to upload, and then select it.

2. Select "Attach" at the bottom of this screen.

To attach another document, select "Browse" again, select the document and select "Attach" again.

When finished attaching documents, select "Next".

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel this application and return to the main menu.

*

File Name:

After browsing for your file, select the Attach button at the lower right hand side of your screen.

Browse...

* Select Document Type:

Financial

[Can't Upload Documents?](#)

Attach

Previous

Next

Cancel

Application Summary

This is a summary of your responses to review before submitting the renewal. When you are satisfied with your responses, select Submit.

Active License Contractor Renewal - Application Summary

Review the data and press "Submit" to submit this application.

Press "Previous" to the return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Active License Contractor Renewal Summary

License Type: Contractor
Application Date: 03/29/2011 (mm/dd/yyyy)

Addresses

General Addresses

Mailing Address

Address: P O BOX 555
ANAHEIM, CA
92806
Phone Number: (714)555-5555
E-mail: CONTRACTOR@555.COM

License Specific Addresses

Physical Location

Address: 50000 S MAIN ST
ANAHEIM, CA
92806
Phone Number: (714)555-5555
E-mail: CONTRACTOR@555.COM



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Online Renewal Instructions - Active Licenses

Attestation

This is your attestation to the truth & accuracy of the information submitted.

(You will receive a Summary Report via email, which details your responses to the renewal questions and attestation.)

Submitting the attestation will forward you to the Fee and Payment Report screen.

Read this section thoroughly before answering.

Then, select Next

Active License Contractor Renewal - Attestation

Please note, submitting this renewal does not guarantee immediate renewal of your license. Reasons for a delay in renewing your license may include but are not limited to:

1. Full payment not made.
2. Documents submitted such as Financial Statements must be reviewed and approved.
3. A question was not answered correctly.
4. Renewal has a hold placed on it for other reasons.

After you complete this transaction and pay your fees, You may check the status of your license by visiting our website at: www.nscb.state.nv.us. If your license was not renewed, you may check the status of your application by returning to the Main Menu and selecting "Application Status Inquiry".

If your license is renewed, you will receive a new license wall certificate and pocket card in the mail.

Press "Previous" to return to the previous section.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

You will be forwarded to the Payment Screen after completing the following Affidavit.

Affidavit and Release Authorization

By selecting yes and selecting "Next", I hereby affirm that I am authorized to submit this Affidavit and Release Authorization on behalf of this licensee.

To the best of licensee's knowledge, the information contained in the application and its supporting documents are free of fraud, misrepresentation, or omission of material fact. The information contained in the application and its supporting documents are truthful, correct, and complete.

I understand my duty to notify the Nevada State Contractors Board of any changes in personnel such as corporate officers of a corporation; member/managers of an limited liability company and understand that I must submit an Application for Change of Officers, Members or Manager Members within 30 days of such change.

- Yes
 No

[Previous](#) [Next](#) [Cancel](#)

Fee and Summary Report

Payment screen to pay for the renewal on-line.

Options: Pay Now or Pay Later and View PDF Summary Report

*Pay Now button takes you to the Online Application Payment Screen.

Pay Later button returns you to the License Menu screen as shown on page 1.

View PDF Summary Report opens the pdf Summary that was emailed to you.

If fees are due:

Fee and Summary Report

Please Note: If your license renewal is pending additional information and/or needs to be approved by the Board, your renewal will not be approved until all deficiency items have been provided and have been approved.

Click on "View PDF Summary Report" and print this report for your records. A Summary Report of your application has also been emailed to you.

The required fees are listed below and must be paid for further processing of your application.

Press "Pay Now" to proceed to the fee payment page.

Press "Pay Later" to return to the main menu. Select "Pay for Online Applications" from the main menu when you are ready to pay.

Active Renewal 2yr:	\$600.00
Late Rwl 2 yr:	\$300.00
Total Amount Due:	\$900.00

[Pay Now](#) [Pay Later](#) [View PDF Summary Report](#)





NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Active Licenses

Options: Return and View PDF Summary Report

*Return button returns you to the License Menu screen as shown on page 1.

View PDF Summary Report opens the pdf Summary that was emailed to you.

If fees were previously paid:

Fee and Summary Report

Please Note: If your license renewal is pending additional information and/or needs to be approved by the Board, your renewal will not be approved until all deficiency items have been provided and have been approved.

Click on "View PDF Summary Report" and print this report for your records. A Summary Report of your application has also been emailed to you.

Press "Return" to return to the main menu.

Return

View PDF Summary Report



Online Application Payment

Step 1

Mark the checkbox to pay the fee

Step 2

Select Next

Step 3

Enter your credit card information

Step 1

Online Application Payment

Select the applications you wish to pay for and press "Next" to continue

Press "Show Fee Details" to show a breakdown of the fee amounts

Press "Main Menu" to return to the main menu

Application Number	Description	Applicant Name	Fee
880718	Active License Contractor Renewal	CONTRACTOR	\$900.00 <input checked="" type="checkbox"/>

[Next](#) [Main Menu](#)

Step 2

Confirm Payment Details

Select payment method and press "Next" to pay for these applications.

Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	Applicant Name	Fee
880718	Active License Contractor Renewal	CONTRACTOR	\$900.00
Total			\$900.00

[Next](#) [Cancel](#)

Step 3

Payment Details

Total Amount \$ 900.00

All fields in bold are required.

Credit Card



Credit Card Type

Credit Card Number

Card Verification Number [What's this?](#)

Expiration Date

Billing Information

First/Last Name

Company

Street Address 1

Street Address 2

City/State/Postal Code City State Zip Code

Country

Phone Number

Email Address

Buy



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Active Licenses

After payment is made, you will receive an email with your Online Payment Summary Report which details your payment information in the form of a receipt.

Step 4 – Payment Complete

Online Application Payment Success

Press "Main Menu" to return to the main menu.
Press "View PDF Summary" and print this page for your records using the print function of your browser.
Amount Paid: **\$900.00**
Authorization Number: **123456**

Application Number	Description	Applicant Name	Fee	Trace Number
1000-880718	Active License Contractor Renewal	CONTRACTOR	\$900.00	1023

Step 5 – Online Payment Receipt will be emailed to you



Nevada State Contractors Board
 3570 GATEWAY DRIVE, SUITE 100, RENO, NEVADA, 89521 (775) 688-1141 FAX (775) 688-1271, INVESTIGATIONS (775) 688-1150
 2310 CORPORATE CIRCLE, SUITE 200, HENDERSON, NEVADA, 89074, (702) 486-1100 FAX (702) 486-1190, INVESTIGATIONS (702) 486-1110
 www.nscb.nv.us

Online Payment Summary

Amount Paid: **900.00**
 Validation Number: 123456
 Batch Trace Number: 1023

Application Number	Description	Applicant Name	Fee	Trace Number
1000-880718	Active License Contractor Renewal	CONTRACTOR	900.00	1023

Check on your Renewal Status

Return to the Main Menu and select "Application Status Inquiry".

A list of deficiencies will appear if your renewal is missing information or is pending action by the Board.

If your license renewal is no longer listed, then your license renewal was successfully completed.

You may also verify the status of your license by checking your license at:

www.nscb.nv.gov

Nevada State Contractors Board

Main Menu

The Licenses you have registered are listed below.

By adding licenses to your registration, you will be able to renew your licenses on-line, u

Please note - This system is not compatible with Mac computers.
If you have difficulty using Internet Explorer in Windows, please try using Mozilla

To add a license not listed: "Select [Add Licenses To Registration](#)" from the functions list
You will need the Online Registration ID Number provided to you on the Biennial Renewal
The Online Registration ID Number is located on the upper right hand side of the renewal

To **Change your Address**: Select the License Number you wish to change, then select

To check the status of a pending application: Select the Application Status Inquiry below
Press the hyperlink for the function you wish to perform or the license you wish to review

Functions

[Apply for a New License](#)

[View User Profile](#)

[Pay For Online Applications](#)

[Add Licenses To Registration](#)

[Application Status Inquiry](#)



If you have any questions, please contact a representative of the Board.

Southern Nevada
(702) 486-1100

Northern Nevada
(775) 688-1141