



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 Friday of the month in the Board's Reno and Henderson offices from 9-11 a.m. to learn key requirements for licensure and other helpful tips.
- Visit our website at www.nscb.nv.gov to download our Contractor's License application and review the application requirements.
- 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.

NSCB performs background checks on ALL applicants

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 a Business and Law (CMS) examination in order to be eligible for licensure. A trade examination may be required depending on the classification requested. Please review the Contractor's License application regarding the experience requirement and acceptable documented work experience.
- **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:** After the application is submitted, you will be given instructions on what is required to complete a background check. PLEASE NOTE: It is important to complete the Applicant Background Disclosure Statement 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).

