



# NEVADA STATE CONTRACTORS BOARD

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[www.nscb.state.nv.us](http://www.nscb.state.nv.us)

## APPLICATION FOR SINGLE PROJECT LIMIT INCREASE

### IMPORTANT INFORMATION

In accordance with NAC 624.670, a licensee may apply to increase the established monetary limit for a single project only. **This application must be received by the Nevada State Contractors Board at least 2 working days before the date of the bid, not including the bid date.**

**A licensee cannot submit more than five (5) applications for a single project increase during any twelve (12) month period.**

If the application is made in a timely manner, you may submit your bid before the Board acts on the application. **You must submit with the bid a statement that the bid is contingent upon the approval of this application by the Board.**

**The Board has the authority to establish conditions for the approval of the application, such as requiring a payment and performance bond, or any other condition the Board finds necessary to protect the public interest. These contingencies must be met in order for the limit increase to be valid.**

If approved, the approval will be valid for 60 days. If the bid date is delayed, or project re-bids after this time, it will be necessary to submit a new one-time raise in limit application.

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### General Instructions

1. Please type, or print in ink when completing this form.
2. Make sure the application is properly signed.
3. Complete all portions of the application and attach all required supplemental information.
4. Attach all required financial information.
5. Include required fee of \$75.00

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License No: \_\_\_\_\_

Business Name: \_\_\_\_\_  
(Use Name as Set Forth on the License)

Phone No.: (\_\_\_\_) \_\_\_\_\_ Facsimile No.: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

### FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt: \_\_\_\_\_ File No.: \_\_\_\_\_

Withdrawn Date: \_\_\_\_\_ Reason: \_\_\_\_\_ Application No.: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Checklist Approval Updated: \_\_\_\_\_

Transaction Closed: Date: \_\_\_\_\_ Entered By: \_\_\_\_\_



## FINANCIAL STATEMENT REQUIREMENTS

The following financial information must accompany this application. The financial statement must meet the following criteria:

- **For limit increase requests below \$1,000,000 you must provide one of the following:**
  - a) A current financial statement prepared by an independent certified public accountant; or
  - b) A current financial statement submitted on a form prescribed by the Board (available on the Board's website, [www.nscb.state.nv.us](http://www.nscb.state.nv.us)); or,
  - c) A current financial statement (Balance Sheet) prepared using accounting software in accordance with generally accepted accounting principles and accompanied by an affidavit that verifies the accuracy of the financial statement.
- **Self-prepared or compiled statements must be current to within six months from the date the application is received. Reviewed or audited statements must be current within one (1) year from the date the application is received.**
- **For limit increase requests of \$1,000,000 or more, you must provide a financial statement that is prepared and reviewed or audited by a certified public accountant.**
- Financial statements must be for the applying entity. Sole proprietorships and each general partner of a general partnership must submit their personal statement.
- All statements must be in U.S. dollars.
- All statements must include full disclosures.
- Business statements must include a classified balance sheet.
- Personal statements must include a supplemental schedule disclosing working capital and net worth.

**Bank Verification Form:** The bank verification form attached to this form must be completed by your bank and submitted with this application.

## PROJECT INFORMATION

Project Name: \_\_\_\_\_

Bid Date: \_\_\_\_\_ Bid Reference Number (if applicable): \_\_\_\_\_  
(If this is a negotiated project or a speculative building, verification must be provided)

Limit Requested: \_\_\_\_\_

Project Address: \_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City, State, Zip)

Detailed Description of Work: \_\_\_\_\_  
\_\_\_\_\_

<p>Owner of Project:</p> <p>Name: _____</p> <p>Address: _____ (Mailing Address) _____ (City, State, Zip)</p> <p>Phone No: (_____) _____</p>	<p>Contractor to whom you are bidding, if other than the owner:</p> <p>Company Name: _____</p> <p>NV License #: _____</p> <p>Contact Person: _____</p> <p>Phone No: (_____) _____</p>
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The owner and/or general contractor to whom you are bidding will receive a copy of the Board's decision.





**WAIVER OF RIGHT TO NOTICE**

Nevada law (NRS 241.033) states that “a public body shall not hold a closed meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person unless it has given written notice to the person of the time and place of the meeting. The written notice must be: a) Delivered personally to that person at least five (5) working days before the meeting; or b) Sent by certified mail to the last known address of that person at least twenty-one (21) working days before the meeting. A public body must receive proof of service of the notice required by this section before such a meeting may be held.”

In practical terms, this means that after your application has been processed and is ready for action, the Board cannot act on your application for at least twenty-one (21) working days. Many applicants do not wish to have their applications delayed for this period and waive the notice requirement.

Indicate your choice by marking the appropriate box:

I understand that I am entitled to the above-stated notice as provided by NRS 241.033, and hereby waive that notice for the purpose of allowing the Nevada State Contractors Board to expedite consideration of my application. I further understand that I am not waiving my right to request a hearing before the Board at a later date if the Board denies my application for any reason, nor am I waiving any right of appeal.

I have chosen not to waive my right to notice, and request a twenty-one (21) day written notice in accordance with NRS 241.033.

**AFFIDAVIT AND AUTHORIZED SIGNATURE**

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

The licensee will ensure that any information subsequently submitted to the Board in conjunction with this application or its supporting documents meets the same standard as set forth above.

The licensee understands that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information classified as confidential pursuant to NRS 624.110.

The licensee understands that the Nevada State Contractors Board has the authority to conduct appropriate background investigations for the purpose of verifying all statements and facts represented in this application and supporting documentation.

**Signature Requirements:** A principal of the applying company must sign this application.

- Sole Proprietorship** - Must **PERSONALLY** sign this application.
- General Partnership** - **A PARTNER** must sign this application.
- Limited Partnership** – **A GENERAL PARTNER** must sign this application.
- Corporation** - **An OFFICER** of the corporation must sign this application.
- Limited Liability Company** - **A MEMBER OR MANAGER** must sign this application.

By: \_\_\_\_\_  
(Signature)

Title: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

Date: \_\_\_\_\_

