



# NEVADA STATE CONTRACTORS BOARD

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www.nscb.nv.gov

## 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 5 working days before the date you intend to submit the bid, not including the bid date.**
- **The application must be approved by the Board before the submission of a bid by the contractor for the project.**
- **A licensee cannot submit more than five (5) applications for a single project increase during any twelve (12) month period.**
- **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.**

### GENERAL INSTRUCTIONS

1. **Please type, or print in ink when completing this form, and make sure the application is properly signed.**
2. **Attach the required financial statement.**
3. **Include required fee of \$75.00**

#### **SECTION 1 – BUSINESS NAME, LICENSE NUMBER**

Business Name (as listed on license): \_\_\_\_\_

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

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

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

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

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt: \_\_\_\_\_

Withdrawn Date: \_\_\_\_\_ Reason: \_\_\_\_\_ File No.: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Application No.: \_\_\_\_\_

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

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



## SECTION 2 – FINANCIAL STATEMENT REQUIREMENTS

1. **Financial Statement Requirements:** You must submit a current financial statement (statement) with this application that meets the following criteria.
- 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.
  - Business statements must include a classified balance sheet.
  - Personal statements that have been prepared by a Certified Public Accountant must include a supplemental schedule disclosing working capital and net worth.

**For Requested Monetary Limits of \$10,000 or less you must provide one of the following:**

- A current financial statement prepared by an independent certified public accountant; or
  - A current financial statement submitted on a form prescribed by the Board (available on the Board's website [www.nscb.nv.gov](http://www.nscb.nv.gov), click on contractor forms); or
  - 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.
- ❖ To prevent a delay in the processing of your application, if you are unfamiliar with preparing your own financial statement, you are encouraged to seek the advice of an Accountant.
  - ❖ Note: Self-prepared or compiled statements must be current to within six months from the date the application is received.

**For Requested Monetary Limits more than \$10,000 but less than \$50,000 you must provide one of the following:**

- A compiled financial statement prepared by an independent certified public accountant, current within 6 months from the date the application is received; or
- A reviewed or audited financial statement, prepared by an independent certified public accountant, current within one (1) year from the date the application is received.

**For Requested Monetary Limits of \$50,000 or more but less than \$250,000 you must provide one of the following:**

- A compiled financial statement with full disclosures, prepared by an independent certified public accountant, current within 6 months from the date the application is received; or
- A reviewed or audited financial statement, prepared by an independent certified public accountant, current within one (1) year from the date the application is received.

**For Requested Monetary Limits of \$250,000 or more:** you must provide a financial statement that is prepared and **reviewed or audited** by an independent certified public accountant, current within one (1) year from the date the application is received.

## SECTION 3 – PROJECT INFORMATION

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

Intended Bid Date: \_\_\_\_\_ Limit Requested: \_\_\_\_\_

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

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



<p><b><u>OWNER OF PROJECT</u></b></p> <p>Name: _____</p> <p>Address: _____  (Mailing Address)</p> <p>_____</p> (City, State, Zip) <p>Phone No: (_____) _____</p>	<p><b><u>CONTRACTOR TO WHOM YOU ARE BIDDING</u></b>  <i>(if different than the owner)</i></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.*

**SECTION 4 - 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 meet 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: \_\_\_\_\_

