

Southern Nevada Location
2310 Corporate Circle, Suite 200
Henderson, NV 89074
Phone: (702) 486-1100
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Northern Nevada Location
9670 Gateway Drive, Suite 100
Reno, NV 89521
Phone: (775) 688-1141
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OVERVIEW OF CONTRACTOR LICENSE REQUIREMENTS FOR NEVADA

WHO MUST BE LICENSED AS A CONTRACTOR?

Any business or individual who constructs, alters, repairs, improves, moves, wrecks or demolishes any building or other structure, highway, road, railroad, or performs excavation or specialty work in the State of Nevada. Contractors, including subcontractors, or specialty contractors must be licensed before submitting bids. Licenses may be issued to individuals, partnerships, corporations, joint ventures or limited liability companies (LLCs).

DOES NEVADA RECOGNIZE CONTRACTORS LICENSES ISSUED BY OTHER STATES?

- **No.**
- You must obtain a Nevada contractors license in order to conduct business in Nevada.
- Nevada has limited reciprocal agreements with California, Arizona and Utah that recognize the experience qualifications for certain trades and may eliminate the requirement for a trade examination.
- Plumbing, Electrical and Fire Protection are excluded from the agreements.
- Applicants that are granted a waiver of the trade exam must still successfully complete the Law and Business Examination.

WHAT EXPERIENCE IS REQUIRED TO OBTAIN A LICENSE?

- An applicant for a contractor's license must provide evidence of at least **four years** experience as a journeyman, foreman, supervising employee or contractor in the field of work for which a license is being sought.
- The four (4) years experience must have occurred within the ten (10) years immediately preceding filing of an application.
- Nevada requires four reference certificates that must be completed by someone who has firsthand knowledge of your experience. For example, a home owner, employer, other journeymen, architect, engineer, or other responsible individuals who can verify your work. Training received in a program offered at an accredited college or university may be used to satisfy a portion of the required experience.

[WHAT ARE THE CONTRACTOR LICENSE CLASSIFICATIONS?](#)

The Nevada State Contractors Board (NSCB) issues licenses for separate trades or fields in the construction industry. Classifications are as follows:

- "A" – General Engineering;
- "B" – General Building
- "AB" – General Building and General Engineering
- "C" – Specialty Classifications.

There are **36 specialty classifications with various subclassifications** to cover all phases of the specialized building trades. A complete description of each classification is located on our website at www.nscb.state.nv.us

[HOW DO I APPLY FOR A CONTRACTORS LICENSE?](#)

You may obtain an application form on our website at www.nscb.state.nv.us or by writing or visiting an office of the Nevada State Contractors Board located at:

- 2310 Corporate Circle, Suite 200
Henderson, NV 89074
Phone: (702) 486-1100
- 9670 Gateway Drive, Suite 100
Reno, NV 89521
Phone: (775) 688-1141

The application must be fully completed, signed and accompanied by the required:

- Includes a \$300 non-refundable application fee. (A \$600 biennial license fee will be required after approval of your application before your license can be issued.) Incomplete applications will be returned, thereby delaying the processing of your application.
- Make sure to include four reference certificates to support your experience.
- A detailed "Resume of Experience" that outlines your past work experience and educational background, if you are relying on education to fulfill part of the experience requirement.

Remember, the 4 years of experience has to have been completed within the 10 years immediately preceding filing of the application.

If you are seeking waiver of the trade examination based on reciprocal agreements (California, Arizona and Utah only), make sure you include the appropriate out-of-state license verifications. The appropriate financial information must also be included. NSCB requires your bank to provide information to verify your bank account information.

WHAT TYPE OF FINANCIAL INFORMATION IS REQUIRED?

The Board requires that each applicant provide a financial statement to ensure the entity requesting a license is financially fit to conduct business.

- The type of financial statement required is based upon the monetary limit you are requesting for the license.
- If the proposed monetary limit of the license is less than \$1,000,000 the Board accepts financial statements either prepared by a certified public accountant, self-prepared on a form prescribed by the Board, or prepared using accounting software and accompanied by an affidavit.
- Licensees requesting a monetary limit of more than \$1,000,000 are required to provide a financial statement prepared and reviewed or audited by a certified public accountant.

HOW WILL I KNOW WHEN TO TAKE AN EXAM?

Once your application has been reviewed and accepted by the Board, a license analyst will be assigned.

- The analyst will fully evaluate your application to ensure it meets the requirements of Nevada state law and Board policy.
- Your assigned license analyst will provide you a letter advising you that you are eligible to schedule an exam.
- Nevada requires that an applicant successfully complete a construction management (CMS) exam and a trade exam.
- **Exams are administered by Psychological Services Inc. and are given 7 days a week in the Las Vegas Area and Tuesday, Wednesday, Thursday and Saturday in Reno.**
- The fees for the exam are paid directly to PSI. Exam results are provided to you immediately upon taking the exam. Further information concerning exams is available on our website www.nscb.state.nv.us under Contractor Information.

OTHER IMPORTANT INFORMATION

A LICENSE BOND (either a surety bond or cash deposit) IS REQUIRED FOR EACH NEW LICENSE. The Board establishes the bond amount based on a number of factors including type of license, monetary limit, experience and financial responsibility. The amount may be established between \$1,000 and \$500,000. A contractor performing residential pool and spa installation is also required to post a consumer protection bond that is strictly for the protection of consumers.

- **Proof of Industrial Insurance (worker's comp) Coverage or an affidavit of exemption must be provided.**
- **The Board administers a Residential Recovery Fund that is funded by contractor assessments based on monetary license limits. Residential contractors are required to pay the Residential Recovery Fund assessment. An Affidavit of Exemption must be completed by any contractor that does not perform residential work.**
- **Applicants whose financial condition is not adequate to meet the Board's financial responsibility requirement may consider the submission of an indemnification agreement. The Board then considers the financial strength of the individual or entity "indemnifying" the application in addition to the applicant's.**

[MOST FREQUENTLY MISSED ITEMS](#)

Many applications are rejected because they are incomplete or do not include the required supporting documents. An incomplete application can needlessly delay you receiving your license. Before you submit your application, carefully read the application package and follow the specific instruction contained throughout the form. The following items are among those most frequently missed:

- *Driver's License or Government-Issued Photo I.D.*
- *Signature Requirements*
- *Financial Statement Requirements*
- *Completed Reference Certificates and Resume' of Experience*
- *Completed Background Disclosure Statements*
- *Completed Out of State License Verification Form (When Applying Based on Reciprocity with Arizona, California, or Utah)*

[BUSINESS ASSISTANCE PROGRAM](#)

The Nevada State Contractors Board offers free classes to provide assistance in completing your application form, and provide information regarding examination and bonding requirements. For more information about these workshops, please contact:

Henderson Location

Licensing Consultant Lisa Bedsole at: (702) 486-1100, Ext. 1120 or e-mail: lbedsole@nscb.state.nv.us

Reno Location

Licensing Consultant Diana Wallace at: (775) 688-1141, Ext. 7836 or e-mail: diwallace@nscb.state.nv.us

OFFICE LOCATIONS AND CONTACT INFORMATION

Las Vegas/Henderson Location
2310 Corporate Circle, Suite 200
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(702) 486-1100
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Reno Location
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