



NEVADA STATE CONTRACTORS BOARD

5390 KIETZKE LANE, SUITE 102, RENO, NV, 89511 (775) 688-1141 FAX (775) 688-1271, INVESTIGATIONS (775) 688-1150
2310 CORPORATE CIRCLE, SUITE 200, HENDERSON, NV, 89074 (702) 486-1100 FAX (702) 486-1190, INVESTIGATIONS (702) 486-1160
www.nscb.nv.gov

BUSINESS ASSISTANCE PROGRAM REFERENCE GUIDE

****PLEASE NOTE****

The Contractors Board is not affiliated with and does not endorse or recommend any contractor licensing schools or services.

The information provided in the Business Assistance Program Reference Guide is not all-inclusive. Applicants should review specific instructions and requirements as noted directly on the Nevada contractor's license application. Applicants are encouraged to contact the Board directly with any questions or concerns regarding the application process.

Obtaining a Nevada Business ID (Nevada State Business License)

Nevada Secretary of State
www.nvsilverflume.gov/startBusiness
(800) 450-8594

The Nevada Business ID is an 11-digit number that can be found on your Nevada State Business License and will be required on the application for a contractor's license.

License Classifications

Classification A: General Engineering & Related Subclassifications:
[NAC 624.140-150](#)

Classification B: General Building & Related Subclassifications:
[NAC 624.160-170](#)

Classification AB: General Building and General Engineering:
[NAC 624.180](#)

Listing of all 'C' Classifications & Related Subclassifications:
[NAC 624.190 – 624.585](#)

Primary Classification (A, B, AB, C-1, C-2, C-3, etc.): License holder can perform the full scope of work of all subclassifications within the primary classification.

Subclassification (A-1; B-2; C-1(d), etc.): License holder can only perform the scope of work listed in the subclassification of licensure.

If the scope of work falls into more than one primary classification, the applicant must file separate applications for licensure for each primary classification.

If the scope of work falls into more than one subclassification within the same primary classification, all subclassifications can be listed on the same application.

You can review the defined scopes of work using the links provided above to identify the classification(s) that are best suited for your company.



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Qualified Individual(s) & Principals

Management Qualified Individual – Responsible for taking and passing the Nevada business and law exam.

Trade Qualified Individual – Responsible for taking and passing relevant trade exams and must meet work experience requirements.

Principals – Based on your business type this will be the owner, partners, corporate officers, or managing members of an LLC.

The Management and Trade Qualifiers can be held by the same person or different individuals. Those assuming these roles must be a bona fide member or employee of the applying company and willing to assume the responsibilities identified in NRS 624.260.

Work Experience Requirements

The trade qualifier must have a minimum of four years' relevant work experience within the past 15 years in the trade being applied for.

Attempts to falsify or misrepresent work experience is a violation of NRS 624.3016 and could result in denial of your application.

**Trade qualifiers who have served as a qualified employee in the same classification on a Nevada contractor's license within the past 5 years, may not be required to provide the work experience information noted below.

**Trade qualifiers who have requested to have work experience endorsed based on existing licensure in another state may not have to provide the work experience information noted below.

Certification of Work Experience Forms – A minimum of four Certification of Work Experience forms must be filled out by former employers of the trade qualifier. If self-employed, the forms can be completed by past customers. Forms cannot be completed

by relatives of the trade qualifier unless the individual served as the applicant's employer.

Please note that each work experience form does not need to demonstrate a four-year period. The Board will add the time of experience listed on each form to determine the total time of experience meets the minimum four-year requirement.

Resume of Experience – The Resume of Experience must be completed by each trade qualifier. The work experience should align with the license classification being applied for and include specific details regarding the scopes of work performed.

Current Master's Certification – Applicants can submit a current Master's Certification issued by a governmental agency to demonstrate relevant work experience if the discipline is substantially similar to the requested classification.

Proof of Transferrable Military Experience & Training – Applicants can submit documents demonstrating relevant work



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experience for the requested classification based on military training and experience received. Visit the Board's Military and Veterans Assistance Program for assistance on applying this experience to the license requirements.

Transferrable Education Credits – Applicants can submit documentation from an accredited college, university or equivalent program accepted by the Board to be applied toward up to three years of the work experience requirements.

Licensure by Endorsement

Licensure by endorsement allows the Nevada State Contractors Board to consider an applicant's trade experience or trade exam scores in states determined by Nevada to have substantially similar requirements.

To be eligible, the applicant must be actively licensed in another state for the past four years, and cannot have any disciplinary actions, suspensions, revocations, or other sanctions against the license.

View the [State Equivalency Chart](#) to identify states that qualify for endorsement of trade experience and/or trade exam requirements.

Requesting Endorsement

- Complete the Licensure by Endorsement section of the application.
- Submit the Request for License Verification Form with the application.

Exams

Exams are not required until after an application is submitted to the Board and the qualifiers' experience is verified. Once experience is verified, the qualified individual(s) will receive an Examination Eligibility form with a Candidate ID number.

All Nevada contractor licensing exams are administered by PSI.

Applicants will use the Exam Eligibility form and their Candidate ID number to schedule taking the exam with PSI.

You can contact PSI or visit the Board's website for exam reference materials, as well as an exam content outline that includes the subject areas to be covered in each exam

and the number of questions in each subject area.

PSI Contact Information

www.psiexams.com

1-800-733-9267

Candidates have up to three times to pass the required exams.

*****If applying for a B or B-2 license classification, passage of the NASCLA General Building exam may meet the trade exam requirement, so be sure to include this documentation at the time the application is submitted.***



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Monetary Limit

Monetary Limit – The maximum contract value a licensed contractor may undertake on one or more construction contracts on a single construction site or subdivision site for a single client.

**Please note the total contract costs per project cannot exceed the monetary limit of the license. Licensees can request a single-project limit increase or a permanent limit increase once the license is issued.

Financial Statements

Financial statement requirements are based on the monetary limit value being requested on the application.

***Refer to the application for specific financial statement requirements.*

Financial Statement Criteria

- Financial statements must be for the applying entity. Sole proprietors and each general partner of a general partnership must submit personal statements.
- All statements must be in U.S. dollars.
- Business statements must include a classified balance sheet.

- Personal statements should include a supplemental schedule disclosing working capital.

If preparing a self-prepared financial statement and need assistance understanding financial terms, documents, or general small business requirements, visit the Nevada Business Development Center at <http://nsbdc.org/> or call (800) 240-7094

Indemnification Option – An indemnification option allows the Board to consider the financial strength of an individual or entity in addition to the applicant. See *“Required Financial Documents”* in the application for instructions on requesting this option.

Bond Information

PLEASE NOTE: Obtaining a bond is not required until the contractor’s license is ready to be issued.

Cash Bond – Cash bonds are held and maintained by the Nevada State Contractors Board.

Surety Bond – Surety bonds are issued by insurance companies on a form approved by the Board.



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Residential Pool & Spa Contractors

All residential pool and spa contractors are required to adhere to additional requirements in an effort to provide greater protections to consumers during the course of a project.

Applicants considering this line of work are encouraged to read the complete statutory and regulatory sections to best ensure

compliance and an understanding of the expectations required of this license:

- [NRS 624.900 – 624.965](#)
- [NAC 624.695 – 624.697](#)

You may also reference the Board's [Taking the Plunge: Contracting for a Pool or Spa](#) consumer brochure, which highlights some of the statutory and regulatory requirements for consumers to look for during their project.

IMPORTANT REMINDERS

- **Review Application for Accuracy** – The applicant is responsible for the accuracy and completeness of all information within the application. Ensure all section requirements are met; required documents are compiled, organized, and complete; and proper signatures are noted where directed on the application.
- **Application Processing Times** – All applications for licensure are processed in the order received. Completeness and accuracy of information are contributing factors to processing timeframes.
- **Unlawful Contracting Activities** – Please be mindful that applicants are not authorized to bid projects or perform work that requires a Nevada contractor's license during the application process. Doing so is a violation of law (NRS 624.700) and could result in denial of the license application.

Contact the Nevada State Contractors Board office with any questions or concerns during the application process. A Licensing Analyst will be assigned to the applicant upon submission of the contractor's license application and will work directly with the applicant to gather additional documents or clarifying information as necessary to determine if the license requirements are met.