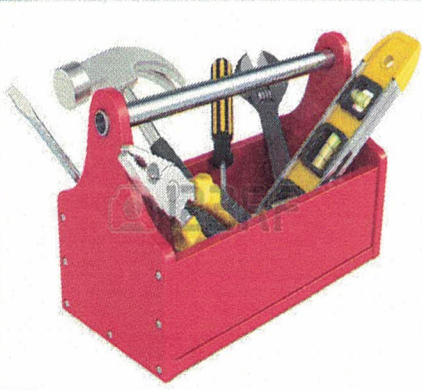


# Nevada Contractor's Checklist

The following information is provided to help Nevada Contractors work within the law. For full text of laws that affect contracting in Nevada, see Nevada's *State Contractors Board Handbook*, Chapter 624 of the Nevada Revised Statutes and Chapter 624 of the Nevada Administrative Code. Contact the Nevada State Contractors Board for a copy.



- Include your license number and monetary limit on all contracts & bids. NAC 624.640(5)
- Keep your bond current. NRS 624.270
- Check to ensure that licenses or persons with whom you contract are valid and active. NAC 624.650
- Ensure you're using the business name as referenced and approved by the Board. NRS 624.305
- Do not allow bids or contracts to exceed your monetary limit value (including change orders). NRS 624.3015(2)
- Do not work outside the scope of your license classification. NRS 624.3015(3)
- Maintain all records, documentation, receipts, contracts, etc. for a minimum of three years. NRS 624.3013(1)
- Include the Residential Recovery Fund Disclosure on all residential contracts. NRS 624.520
- Provide customers with required Notice to Owner Disclosure. NRS 624.600(1)(2) and (3) as described in NAC 624.693 & NAC 624.6932
- Make sure your license number is on all business advertisements, including vehicles, business cards, letterhead, signage, directories, newspapers, website, etc. NRS 624.720.
  - Your license number should be approximately 1 1/2 inches on your motor vehicle. NRS 624.288
- If your address or other pertinent information about the business changes, notify the Contractors Board in writing within 30 days. NAC 624.640(3)