



PIN IDENTIFICATION NUMBER (PIN) GUIDELINE

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251

Building and Safety requires contractors to have a personal identification number (PIN) to schedule **ALL** inspections. This is to protect the contractor from having others fraudulently use their contractor's license. For security reasons, at anytime a contractor can change their chosen pin number by following the same process as outlined below.

In order to be issued a **new** PIN number, please follow these instructions.

1. Generate a letter on company letterhead requesting to select a new PIN number. The letter must include the following:
 - A six-digit number that does not begin or end with a 0.
 - Hand signed by the Principal of the company as listed on the Nevada State Contractors Board website.
 - Contractor's license number
 - Choose and answer two secret questions from the list below. If the PIN is lost/forgotten and these questions are answered correctly, we can give out the PIN number.

IN WHAT CITY AND COUNTRY DO YOU WANT TO RETIRE?

WHAT IS THE COUNTRY OF YOUR ULTIMATE DREAM VACATION?

WHAT IS THE LAST NAME OF YOUR FAVORITE HIGH SCHOOL TEACHER?

WHAT IS THE NAME OF THE COMPANY OF YOUR FIRST JOB?

WHAT IS THE NAME OF THE FIRST SCHOOL YOU ATTENDED?

WHAT IS YOUR FAVORITE COLOR

WHAT IS YOUR FAVORITE FOOD

WHAT IS YOUR FAVORITE PET'S NAME

WHAT IS YOUR SPOUSE'S MOTHER'S MAIDEN NAME?

WHAT WAS THE NAME OF YOUR ELEMENTARY/PRIMARY SCHOOL?

WHAT YEAR DID YOUR GRADUATE FROM HIGH SCHOOL?

2. A photocopy of the principal's ID in a **separate attachment**.
3. Email the letter and ID to: buildinginfo@lasvegasnevada.gov

Once we have received the letter and verified the information we will send you notification that your pin has been established. You will then be able to schedule inspections using our website:

LasVegasNevada.gov/ScheduleInspection (short link)

<https://www.lasvegasnevada.gov/Business/Permits-Licenses/Building-Permits/Schedule-Inspections>

For any other inquiries please call our main number at: **(702) 229-6251**

NOTE: The Fire Department also requires the use of a PIN. If you have problems with your Fire inspection, please contact the Fire Prevention Division at **(702) 229-0366**.