



DEPARTMENT OF BUILDING & SAFETY

## Personal Identification Number (PIN) REQUIREMENT

333 North Rancho Drive, Las Vegas NV 89106-3703

Phone: (702) 229-6251 Fax: (702) 382-1240

A Personal Identification Number (PIN) is required for contractors to schedule all inspections, including Express Inspections.

To obtain a PIN, a Principal of your company, defined as the Person(s) or Officer(s) listed as the Principal by the Nevada State Contractors Board, or authorized designee, designated as a Principal on company letterhead, must apply in person at the Development Services Center (DSC), 333 N. Rancho Drive.

The letter of authorization must be signed by a Principal of the company. ID will be required for the individual selecting the PIN number on the Company's behalf. Please see the Information counter, Station 1, at the DSC for your PIN.

The PIN must be issued in person. It *cannot* be issued over the telephone.

Please use the following Automated Inspection Request phone number for inspection requests:

**229-4677**

If you have any questions or problems accessing the system, please contact the Building and Safety Dispatch line at 229-6914.

Inspections can also be scheduled on our website at [LasVegasNevada.Gov/ScheduleInspection](http://LasVegasNevada.Gov/ScheduleInspection).

**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 229-0366.