



DEPARTMENT OF BUILDING & SAFETY

## PIN IDENTIFICATION NUMBER (PIN) REQUIREMENT

333 North Rancho Drive, Las Vegas NV 89106-3703

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

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.

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

1. Generate a letter on company letterhead requesting to select a new PIN number. The letter must include the following:
  - Be signed by the Principal of the company. A Principal of your company, defined as the Person(s) or Officer(s) listed as the Principal by the Nevada State Contractors Board.
  - Must include a photo copy of the principal's ID.
  - Must provide a name and phone number of the person you'd like us to call who will be selecting the PIN and setting up two security questions. PINs cannot be sent via email and will only be given over the phone to the person authorized in the letter.
  - Email the letter to: [cashiering@lasvegasnevada.gov](mailto:cashiering@lasvegasnevada.gov)

After the PIN is established, you be able to schedule inspections using our website at: [LasVegasNevada.Gov/ScheduleInspection](http://LasVegasNevada.Gov/ScheduleInspection).

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.*