



DEPARTMENT OF BUILDING & SAFETY

PIN IDENTIFICATION NUMBER (PIN) REQUIREMENT

www.LasVegasNevada.gov/BuildingPermits

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:
 - A six digit number that does not begin or end with a 0.
 - Signed by the Principal of the company as listed on the Nevada State Contractors Board website.
 - A photo copy of the principal's ID.
2. Email the letter to: buildinginfo@lasvegasnevada.gov
3. In the email answer the following two secret questions in order to obtain your pin over the phone should you ever forget it:
 - a. What is your favorite color and
 - b. what is your favorite food?

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**.