



## Personal Identification Number (PIN) Requirement For Scheduling All Inspections

**Effective October 1, 2010, a Personal Identification Number (PIN) will be required to schedule all inspections, including Express Inspections.**

### **Who can get 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.

An Authorized Designee, designated as a Principal in a Letter of Authorization on company letterhead. The Letter of Authorization must be signed by a Principal of the company.

### **How do I get a PIN?**

The Principal of your company or an Authorized Designee must apply in person at the Development Services Center (DSC), 731 South Fourth Street. Acceptable identification must be presented at the time of application. Please see the Information Counter at the DSC for your PIN.

### **How do I schedule an inspection?**

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

**(702) 229-4677**

If you have any questions or problems accessing the system, please contact the Building and Safety Dispatch line at (702) 229-6914.

### **How do I schedule an Express Inspection?**

If you need to schedule an Express Inspection, please call our Dispatch line at 229-6914 from 6:30 am – 3:00 pm.

**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.