

**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION**

3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102
(702) 486-4033 / realest@red.nv.gov / <http://red.nv.gov/>

**INSPECTOR OF STRUCTURES
CHECKLIST AND APPLICATION**

The filing of this application does not authorize the applicant to conduct any activity for which a license is required. Involvement in any such activity before any license is issued maybe grounds for denial of the license, subsequent suspension, or revocation of a license.

Prior to submitting this application, be sure each question has been completely, thoroughly, and honestly answered. Fees are non-refundable.

All requested information and documents must be completed and provided in full at the time of submission of application.

- APPLICATION:** Residents and non-residents 18 years or older, may apply with a complete application Form 573.
- FINGERPRINT BACKGROUND WAIVER:** Your fingerprint background waiver must be completed, signed and dated *prior to* obtaining your fingerprints.
- FINGERPRINT CARD:** Submit the original fingerprint verification form issued by an approved fingerprint vendor.(obtain [Form 619](#) for Nevada approved vendors). Fingerprints expire after six (6) months.
- RECORDS:** Complete and submit the Location of Records [Form 575](#).
- PRE-LICENSING EDUCATION:** Provide a copy of the course certificate. A minimum of 40 hours required for the Residential, 50 hours for the General, or 60 hours for the Master Inspector.
- EXPERIENCE: RESIDENTIAL IOS:** Provide a completed observation log Form 594 or the certificate of completing the approved 25 inspections course. **GENERAL** or **MASTER IOS:** The inspection log requirement is listed in the NAC 645D.220 and NAC 645D.230. [Form 594](#) is required.
- EXAM:** For exam scheduling, contact Pearson VUE testing service: <http://www.pearsonvue.com/nv/realestate/>, or call (888) 248-8055.
- INSURANCE:** Proof of insurance: \$100,000 Errors and Omissions and \$100,000 General Liability. Please make sure the insurance documents include your personal name.
- BUSINESS:** When creating a fictitious name, please provide proof of filing with Clark County Clerk's office and/or the Nevada Secretary of State.
- FEE:** \$365.00. Payment is accepted by check or money order payable to Nevada Real Estate Division or NRED, cash in exact change, and credit cards for in person transactions.

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6. OCCUPATION: List employers, past and present, for five years preceding date of application. Attach additional list if necessary. If unemployed, please indicate as such and dates.

a. Occupation/Position:

Employer/Supervisor:

Address:

Employed from _____ to _____

b. Occupation/Position:

Employer/Supervisor:

Address:

Employed from _____ to _____

c. Occupation/Position:

Employer/Supervisor:

Address:

Employed from _____ to _____

7. PERSONAL BACKGROUND: If you answer “yes” to the questions below, give full details, including the administrative agency, court, title of proceeding, disposition, and any other pertinent information on an attached sheet. Attach order of the court or agency which was rendered as a result of the proceedings and a detailed written explanation. Both fingerprint cards are submitted for a State and Federal background investigation.

- a.** Have you or any business in which you are or were an owner, partner, officer or director ever been involved in an administrative proceeding regarding any professional or occupational license? Yes No
- b.** Has any license issued to you or any partnership or corporation of which you were a member or officer by any public authority been suspended or revoked? Yes No
- c.** Has a surety company declined to be surety on any bond written on you in the two years prior to the date of the application? Yes No
- d.** Have you ever filed bankruptcy or has bankruptcy been filed against you? If filed within 7 years from the date of this application, please provide a copy of the discharge. Yes No
- Date of discharge: _____
- e.** Have you ever been convicted of a felony, gross misdemeanor, or misdemeanor? Yes No
- f.** Are you presently on parole or probation or paying any restitution? Yes No
- g.** Have you ever been convicted of, or are you under indictment for or have you entered a plea of guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud or any crime involving moral turpitude? Yes No

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8. CHILD SUPPORT DECLARATION: NRS 425.520 Please indicate in the appropriate box below which one of the provisions apply to you. Your application for the issuance of this license will be denied if you do not complete this section. NRS 645.358

Please check **ONE** box:

- I am NOT subject to a court order for the support of a child.
- I AM subject to a court order for the support of one or more children and AM IN COMPLIANCE with that order or plan approved by the district attorney or other public agency enforcing the order or the repayment of the amount owed in that order.
- I AM subject to a court order for the support of one or more children and NOT IN COMPLIANCE with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.

9. DECLARATION OF APPLICANT: NRS 645D.200 (2)[b]

I hereby certify under the penalty of perjury that the answers contained in this application are true and correct; and I understand:

- That if I am subject to a court order for support of one or more children and I am not in compliance with that order or plan, my application for a certificate or renewal of a certificate will be denied.
- That I will faithfully comply with all the statutes and regulations pertaining to the conduct of the Inspector of Structure certification in the State of Nevada
- That by signing this application, I authorize any person or institution to which reference is made by me, in connection with the application, to release or divulge to the Nevada Real Estate Division any information in the possession of such person or institution regarding me.

Signature of Applicant:

**REPORT OF EXISTENCE OF NEVADA BUSINESS LICENSE
Pursuant to NRS 645C**

All applicants MUST complete this section. Please select ONE option.

- I have a Nevada business license number assigned by the Nevada Secretary of State upon compliance with the provisions of NRS Chapter 76.
- My Nevada business license number is:
- I have applied for a Nevada business license with the Nevada Secretary of State upon compliance with the provision of NRS Chapter 76 and my application is pending.
- I do NOT have a Nevada business license number.

The Real Estate Division is not the arbiter of determining whether the applicant needs a business license. Information about the Nevada business license can be found on the Secretary of State's website at: <http://nvsos.gov>

ARE YOU A VETERAN? YES <input type="checkbox"/> NO <input type="checkbox"/>
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Nevada Department of
Public Safety
Fingerprint Background Waiver

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

1. You must be notified by Nevada Real Estate Division (*name of requesting agency*) that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.
2. Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.
3. Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI and/or the Central Repository for Nevada Records of Criminal History may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.
4. Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI and/or Central Repository for Nevada Records of Criminal History, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.
5. If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record. The procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at, 28 CFR 16.34 provides for the proper procedure to do so.

Applicant:	
_____	_____
<i>Initial</i>	<i>Date</i>

