

**ADOPTED REGULATION OF THE
STATE CONTRACTORS' BOARD**

LCB File No. R067-01

Effective December 14, 2001

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §1, NRS 624.361.

Section 1. Chapter 624 of NAC is hereby amended by adding thereto a new section to read as follows:

A written citation issued pursuant to NRS 624.341 must include, to the extent applicable:

1. The name and last known business or residential address of the licensee or applicant for a contractor's license;

2. A numbered identification of the licensee or applicant, including, without limitation, the social security number of the licensee or applicant, or the driver's license number of the licensee or applicant, including the name of the state which issued that driver's license;

3. The date on which the citation is issued;

4. The number of the citation;

5. A list of the sections of this chapter or chapter 624 of NRS which the licensee or applicant is alleged to have violated and a description of the alleged violation;

6. Corrective actions, if any, ordered against the licensee or applicant;

7. Administrative fines, if any, to be assessed against the licensee or applicant;

8. The reimbursement costs, if any, which the licensee or applicant is ordered to pay to cover the costs of any investigation;

- 9. The date by which the licensee or applicant must complete any corrective actions ordered;*
- 10. The date by which the licensee or applicant must pay any administrative fines or reimbursement of investigative costs;*
- 11. A description of the manner in which the licensee or applicant may contest the citation, including, without limitation, the period during which the licensee or applicant may contest the citation and the consequences of failing to contest the citation timely;*
- 12. The signature of the person on whom the citation is served;*
- 13. The signature of the investigator of the board who conducted the investigation against the licensee or applicant;*
- 14. The signature of the supervisor of that investigator;*
- 15. The signature of the executive officer or his designee; and*
- 16. Any other information required by the board.*

**INFORMATIONAL STATEMENT OF ADOPTED REGULATION AS REQUIRED BY
ADMINISTRATIVE PROCEDURES ACT, NRS 233B.066
LCB FILE NO. R067-01**

The following statement is submitted for adopted amendments to Nevada Administrative Code (NAC) 624.

1. A description of how public comment was solicited, a summary of public response, and an explanation how other interested persons may obtain a copy of the summary.

The workshop and hearing notice to amend NAC 624 concerning the form for administrative citations was posted on June 8, 2001 for a July 11, 2001 hearing date at the following locations: Washoe County Court House; Washoe County Library; Reno City Hall; Las Vegas City Hall; Sawyer State Building; Clark County Library and Offices of the Contractors' Board in Reno and Las Vegas. In addition, the notice was posted on the agency's website and mailed to approximately 135 interested individuals. Six individuals appeared at the workshop and two offered comments regarding the proposed regulation. The comments generally concerned the wording on the form for the administrative citation.

2. The number of persons who:

- | | |
|---|---|
| (a) Attended each hearing; | 1 |
| (b) Testified at each hearing; | 0 |
| (c) Submitted to the agency written comments: | 1 |

3. A description of how comment was solicited from affected businesses, a summary of their response, and an explanation how other interested persons may obtain a copy of the summary.

Comments were solicited from affected businesses by the notice posting, website and direct mail. One contractor was represented by Counsel, and representatives of the Carpenters and Contractors Joint Labor Management attended the workshop and provided comments. The comments generally concerned the wording on the administrative citation form.

4. If the regulation was adopted without changing any part of the proposed regulation, a summary of the reasons for adopting the regulation without change.

The permanent regulation was adopted by the Nevada State Contractors Board at its October 23, 2001 meeting.

5. The estimated economic effect of the adopted regulation on the business which it is to regulate and on the public. These must be stated separately, and each case must include:

- (a) Both adverse and beneficial effects; and
(b) Both immediate and long-term effects

- (a) The proposed revisions should have a beneficial economic effect on the industry both immediately and long- by providing a streamlined process to discipline a licensee or

- applicant for a contractor's license thereby reducing the amount of money expended on lengthy hearings.
- (b) The estimated effect on the public both immediate and long term is beneficial since it will allow certain disciplinary matters to be disposed of in a short time period.

6. The estimated cost to the agency for enforcement of the adopted regulation.

The cost of enforcement of the proposed regulation will be minimal.

7. A description of any regulations of other state or government agencies which the proposed regulation overlaps or duplicates and a statement why the duplication or overlapping is necessary. If the regulation overlaps or duplicates a federal regulation, the name of the regulating federal agency.

There are no other state or government agency regulations which the proposed amendments duplicate.