



Washoe County Business License Common Questions

1. Why do I need a business license?

Washoe County regulates businesses to protect the public's health and safety. New businesses are checked to make sure the business complies with all applicable federal, state, and local codes and regulations. Periodic inspections by public agencies when a business is in operation ensure that codes and regulations are followed. Consumers also benefit by knowing that a business is operating legitimately and that complaints will be investigated.

Washoe County Business License serves as the source of information for all public agencies concerning licensed businesses in unincorporated Washoe County. Additionally, Business License staff provides business-related information to new, existing, and potential businesses in the unincorporated County.

Washoe County is enabled by State Law (NRS 244.335) to regulate all lawful trades, callings, industries, occupations, professions, and businesses in the unincorporated County. Washoe County business regulations are found in the Business License Ordinance (Washoe County Code Chapter 25) and in the Liquor and Gaming License Ordinance (Washoe County Code Chapter 30) [click [here](#) for a link to the County Code].

2. When do I need a Washoe County business license?

You will need a Washoe County business license to conduct business within unincorporated Washoe County. You will need a business license if:

- your place of business (either from a commercial location or from your home) is located within unincorporated Washoe County, **OR**
- you physically come into unincorporated Washoe County to conduct your business.

You will need a Washoe County business license to conduct business within unincorporated Washoe County even if you have a Nevada license or a business license from another city or another county.

3. How do I know if my business location is within unincorporated Washoe County?

Contact the Washoe County Community Services Department, Planning and Building Division at 775.328.6100 with your street address and/or Assessor's Parcel Number. Planning and Building Division staff will help you determine the jurisdiction within which your address lies.

You can obtain your Assessor's Parcel Number (APN) by contacting the Washoe County Assessor's Office at 775.328.2277. You can also find your Assessor's Parcel Number through Washoe County's On-line Mapping Service. The web address is <https://gis.washoecounty.us/wrms>. Type your address or APN in the "Search" field and then either click on the "magnifying glass" or use your keyboard's enter key. The property

will be highlighted in blue. Click on your property to display information on the left side of the screen. Layers and tools are available by selecting the three horizontal bars on the right side of the screen.

4. What is considered as “conducting a business”?

You are “conducting a business” if you engage in any business, trade, calling, industry, occupation, or profession in Washoe County outside of the incorporated areas of the Cities of Reno or Sparks. You must obtain a business license if you (or your agent, employee, or partner):

- Engage in the business, trade, calling, industry, occupation, or profession;
- Solicit patronage for the business, either actively or passively;
- Perform, or attempt to perform, any part of a business, trade, calling, industry, occupation, or profession;
- Rent, lease, or sub-lease
 - any commercial or industrial property or
 - three or more residential units on a single parcel of land;
- Conduct a garage and/or yard sale that is longer than 72 hours in duration or occurs on the same property more than twice in any 6 month period; **OR**,
- Engage in breeding (producing the offspring of dogs or cats) as a commercial breeder (breeds five or more litters of cats or dogs in a calendar year to sell, trade or give away to others). Commercial breeders must first obtain a commercial breeding permit from regional animal services pursuant to Washoe County Code Chapter 55 [click [here](#) for a link to the County Code].

5. Are there businesses that don’t require a business license?

The following businesses do not require a Washoe County business license:

- Providing childcare in private homes to six or fewer children.
- Garage and/or yard sales which are less than 72 hours in duration and/or do not occur more than twice on the same property in any 6 month period.
- Telecommuting from home by employees of a business located elsewhere.
- Informal, casual, or seasonal work performed by minors (for example, babysitting or lawn mowing).
- Parades or processions
 - These activities may require a permit through the Washoe County Sheriff’s Office, and/or the jurisdiction has authority over the public road (for example, NDOT or County Roads). Please contact these agencies for more information.

6. I conduct business in the unincorporated County, and in Reno and Sparks. Can I get just one license for all of them?

Unfortunately, no. Each jurisdiction has its own business license requirements.

If you conduct business only in the unincorporated area of Washoe County, then you will need a Washoe County business license.

If you are doing business only within the incorporated area of Reno, you will need a City of Reno business license. Their business license offices are located at One East First Street, 2nd Floor, with a phone number of 775.334.2090. Their e-mail contact is at businesslic@reno.gov and their website address is

<https://www.reno.gov/government/departments/community-development-department/business-license-division> .

If you are doing business only within the incorporated area of Sparks, you will need a City of Sparks business license. Their business license offices are located at 431 Prater Way with a phone number of 775.353.5555. Their e-mail contact is at business@cityofsparks.us and their business license website address is

<https://cityofsparks.us/departments/business-license-dept/> .

You should complete the application form before visiting the jurisdiction’s business license office. You should also bring all required forms and documents, such as State of Nevada and County Clerk forms, with you to the office. Depending on your business activity(s), there may be other forms or requirements specific to that jurisdiction.

7. How much does a business license cost?

New general businesses pay a fee of \$77.75 for processing of the business license application and the first year of operation. After the first year, business license fees are based on reported annual gross receipts according to the follow fee schedule:

Annual Gross Receipts	Annual Business License Fee
\$ 25,000 or less	\$ 57.75
\$ 25,001 to \$ 50,000	\$ 67.75
\$ 50,001 to \$ 100,000	\$ 117.75
\$ 100,001 to \$ 300,000	\$ 142.75
\$ 300,001 to \$ 500,000	\$ 237.75
\$ 500,001 to \$ 1,000,000	\$ 347.75

Annual Gross Receipts (continued)	Annual Business License Fee
\$ 1,000,001 to \$ 2,500,000	\$ 602.75
\$ 2,500,001 to \$ 5,000,000	\$ 632.75
\$ 5,000,001 or more	\$ 657.75

Annual gross receipts are defined as the sum of the gross receipts for the most recent fiscal year prior to the expiration date of the license. Gross receipts means the total sum of receipts for all business conducted in the unincorporated area of Washoe County only. Further definitions of annual gross receipts and gross receipts are found in Washoe County Code Section 25.025(8) [click [here](#) for a link to the County Code]. All annual business license fees include a \$2.75 Regional Technology Fee adopted by the Washoe County Board of County Commissioners for the ONE Regional Licensing and Permits Portal.

Business license fees for special types of businesses are:

Special Business Type	Business License Fee
Massage business license	\$ 77.75 (then annual renewal fee)
Special/temporary events	
Animal shows	\$ 65 (7 consecutive days)
Auctions	\$ 65 plus booth fees (limited to 31 days in a calendar year)
Cat or dog breeder	\$ 65 (valid for one calendar year)
Distress Merchandise Sales	\$ 65 (maximum of 90 consecutive days)
Farmer's Market/Flea Market	\$ 65 plus booth fees (limited to 31 days in a calendar year)
Garage and/or yard sales	\$65 (limited to 31 days in a calendar year)
Motion picture production	No fee (single event)
Pumpkin patch, Christmas tree sales or seasonal firewood sales	\$ 65 (limited seasonal duration)
Renting, leasing or sub-leasing of commercial or industrial land, or of three or more residential units on a single parcel	\$77.75 for first year; subsequent year's fees depend on gross receipts
Sidewalk sales	\$ 65 plus booth fees (limited to 31 days in a calendar year)
Solicitors (except for charitable), peddlers, and hawkers	\$ 65 (limited to 31 days in a calendar year)
Solicitation by a charitable organization	\$ 75 (maximum of 90 consecutive days)

Special Business Type (continued)	Business License Fee
Event Licenses	
Outdoor Festival (1,000 persons or more on any one day)	\$ 1,000 nonrefundable application fee (plus \$ 350/day and booth fees) Approval by the Board of County Commissioners
Outdoor Community Event (100 to 999 persons on any one day)	\$ 50 nonrefundable application fee (plus \$ 350/day and booth fees) Approval by the Board of Adjustment or the Planning & Building Division Director
Special (temporary) event (99 or less persons on any one day)	\$ 65 (limited to 31 days in a calendar year) plus booth fees Approval by Business License
Tent shows, carnivals or circuses	\$ 65 application fee (plus \$ 300/day; \$4,200 maximum and booth fees)
Theme parks or permanent exhibitions	\$ 65 application fee \$100/day (\$1,400 maximum) and booth fees
Booth fees (if applicable)	
Booth fees	Range from \$25 to \$500+ depending on the number of booths

Special/temporary events will be licensed as an event, based on the total number of persons attending on any one day of the event. Tent shows, carnivals or circuses, and theme parks or permanent exhibitions will also be licensed based on the total number of persons attending on any one day of the event

8. Where can I apply for my business license?

APPLY ON-LINE

You may apply for your business license on line using the ONE Regional Licensing and Permits Portal. The web address for the Portal is OneNV.us. You must register with the Portal prior to applying for your business license. Select "Register for an Account" in the upper right corner and follow the on-screen instructions.

Once you are registered, select the "Business License" tab, and then choose "Create an Application by Agency". Select "Licenses" from the list in the pull down menu, and check the types of Washoe County license for which you are applying. Follow the on-screen instructions. You may also pay for your license on-line at the end of the application process.

IN PERSON

Business license applications and business license fees are accepted at the Business License offices:

Washoe County Administration Complex
1001 East Ninth Street, Reno
Building A, Second Floor (west end of building)

Contact information:

775.328.3733 or businesslicense@washoecounty.gov

General business license information on the web is available [here](#)

Business license application forms are available at the Business License front counter, or the forms may be downloaded at this [link](#). Home-based business application forms may be downloaded [here](#). All application forms should be completed in advance, and a copy of all required documents provided with the application.

Fees may be paid in cash, by credit card, or by check.

BY POSTAL MAIL

If your business is physically located outside of Washoe County or outside of Nevada, you may submit your application by U.S. Postal mail. Please contact business license staff at the contact information provided above to ensure you understand which application to submit, the number and types of required documents, and the amount of fees. The postal mailing address is:

Washoe County Business License
1001 East Ninth Street
Reno, Nevada 89512

9. How can I pay for my business license?

- ON-LINE:** Business license fees may be paid by credit or debit card, or by e-check when using the ONE Regional Licensing and Permits Portal ([OneNV.us](#)).
- IN PERSON:** Business license fees may be paid by cash (exact change only), check (personal or business), or by credit card at the Business License office front counter (1001 East Ninth Street). Debit cards cannot be accepted.
- BY POSTAL MAIL:** Business license fees may be paid by check (personal or business).

10. Can I apply on-line for my business license?

Yes, you may apply for your business license on-line using the ONE Regional Licensing and Permits Portal. The web address for the Portal is [OneNV.us](#). You must register with the Portal prior to applying for your business license. Select “Register for an Account” in the upper right corner and follow the on-screen instructions.

Once you are registered, select the “Business License” tab, and then choose “Create an Application by Agency”. Select “Licenses” from the list in the pull down menu, and check the types of Washoe County license for which you are applying. Follow the on-screen instructions. You may also pay for your license on-line at the end of the application process.

11. Why do I pay a business license fee?

All business license fee revenues are placed in Washoe County's General Fund. These revenues help pay for services such as police, fire, roads, and other community services for citizens and property within unincorporated Washoe County. Portions of these community services are also provided to all County residents, to include residents living with the Cities of Reno or Sparks. These services benefit businesses, business owners, and the general public.

The County's General Fund also supports the direct and indirect support costs for administering the business license functions. Direct costs include the salary for the two full-time business license clerks, and printing costs for licenses and license renewals. Indirect costs include the agency review of business license applications, and salaries for staff to cover business license operations when the assigned clerks are busy, ill or on vacation.

12. How long is a license good for?

All Washoe County business licenses, except for liquor, gaming and cannabis licenses and certain special business types, are valid for one year from the date of issue and are renewed annually. Liquor, gaming and cannabis licenses are valid for three months (one calendar quarter) and are renewed quarterly (based on calendar quarters starting July 1, October 1, January 1, and April 1 of each year). Special business type license durations are outlined in question 7.

13. Will the County notify me when it is time to renew my license?

Yes, however, it is your responsibility to renew the business license on time even if the courtesy reminder is not received. Each year, approximately one month before your business license expires, you will receive a renewal form in the mail. When your renewal form arrives, be sure to:

- Review the information pertaining to your business license and make changes as necessary;
- Record your previous year's annual gross receipts on the form and enter the amount of renewal fee due based on the fee table shown on the renewal form;
- Sign and date the renewal form; and,
- Return the form with your payment by the end of the month.

Please retain the bottom portion of the renewal form for your records. You may pay your renewal fee:

- On-line through the ONE Regional Licensing and Permits Portal [[OneNV.us](https://www.oneNV.us)];
- Through the U.S. Postal mail; or,
- In person at the Business License offices located at the Washoe County Administration Complex, 1001 East Ninth Street, Building A, Second Floor in Reno.

If you do not receive your renewal form in the mail two weeks prior to your business license's expiration date, please contact the Washoe County Business License office at 775.328.3733.

14. What happens if I am late with my fee payment?

If payment is received by the Business License offices within 30 days after the expiration date of the license, then **no penalty charge** is assessed.

- If late payment is received after 31 days, but within 60 days after the license's expiration date, then a **penalty charge of 25% of the license fee** is added to the license fee.
- If late payment is received after 61 days, but within 90 days after the license's expiration date, then a **penalty charge of 50% of the license fee** is added to the license fee.

All penalty charges must be paid, in addition to the regular renewal fee, before the license can be renewed.

Late payments received more than 90 days after the license's expiration date will not be honored and the license will be automatically **cancelled**. In such cases, the untimely license fee and/or penalty charge payments will be returned.

Please keep in mind that there is no grace period for renewing business licenses and that the postmark is not recognized as meeting the receipt requirement. The payment must be received on time by Business License staff.

15. Are there restrictions on where I do business?

Yes. Every business must meet land use and regulatory zoning requirements to ensure that the business location and activities are compatible with surrounding uses. It is strongly suggested that you check with the Washoe County Community Services Department, Planning and Building Division **before signing** any lease or rental agreement. Planning and Building Division staff will check to make sure your business activity complies with land use and regulatory zoning requirements. The staff will also provide information on any parking, landscaping, or development requirements if appropriate. You can reach planning staff at 775.328-6100 or by e-mail at planning@washoecounty.gov.

16. Do I need a Nevada State business license before I apply for a Washoe County business license?

Yes, you must register with the Nevada Secretary of State's Office for the state business license before applying for a Washoe County business license. State business license applications may be made on-line at www.nvsilverflume.gov or at the Secretary of State's Offices in Carson City. The Secretary of State's commercial recording office is located at 202 North Carson Street in Carson City. Their phone number is 775.684.5708. You must provide proof of your Nevada State business license with your business license application.

- If applying for your business license in person or through the mail, provide a copy of the Nevada State business license.
- If applying for your business license through the ONE Regional Licensing and Permits Portal, you will provide your Nevada business identification number. If

that number is validated, the Portal will complete the required application fields showing that you possess a valid Nevada State business license.

17. Do I need to register with the Nevada State Department of Taxation before I apply for a Washoe County business license?

If you intend to sell tangible goods, you will need to apply for and obtain a Sales Tax Permit from the Nevada Department of Taxation. There are two ways to obtain the tax permit:

- From the Department of Taxation. Their Reno office is located at 4600 Kietzke Lane, Building “L”, Suite 235. The Department’s call center phone number is 1.866.962.3707. The Reno office phone number is 775.687.9999. The Department’s website address is <http://tax.nv.gov>.
- Through the Nevada Secretary of State’s SilverFlume web site (www.nvsilverflume.gov). The on-line State business license registration allows you to apply for and to obtain the Nevada State Sales Tax Permit.

You must provide proof of your registration with the Nevada State Department of Taxation with your business license application.

- If applying for your business license in person or through the mail, provide a copy of the Department of Taxation’s letter of clearance, stamp, e-mail or bill.
- If applying for your business license through the ONE Regional Licensing and Permits Portal, you will provide your Nevada business identification number (obtained when you register through the Nevada Secretary of State’s SilverFlume web site). If that number is validated, the Portal will complete the required application fields showing that you have registered with the Nevada Department of Taxation.

18. Do I need to register any other Nevada or Washoe County offices before I apply for a Washoe County business license?

You may have to register or obtain appropriate permits or licenses from other Nevada or Washoe County agencies. This list is a partial compilation of various State and County requirements. Contact the Washoe County Business License office at 775.328.3733 if you have questions.

Industrial Insurance Compliance

At a minimum, you will need to provide a copy of the Nevada Division of Industrial Relations affirmation of compliance with Nevada’s mandatory industrial insurance requirements, even if you have no employees. There are two ways to obtain the affirmation of compliance:

- From the Division of Industrial Relations. Their northern Nevada office is located at 400 West King Street, Suite 400 in Carson City. The Carson City office’s phone number is 775.684.7270. The Division’s website address is <http://dir.nv.gov/> and the required form (Division form D-25) may be downloaded at <http://dir.nv.gov/uploadedFiles/dirnvgov/content/WCS/d-25.pdf>.

- Through the Nevada Secretary of State's SilverFlume web site (www.nvsilverflume.gov). The on-line State business license registration allows you to complete the affirmation of compliance form.

If you have employees, you should contact the Nevada Division of Industrial Relations to ensure you comply with the mandatory industrial insurance requirements.

You will need to provide proof of the Nevada Division of Industrial Relations affirmation of compliance with your business license application.

- If applying for your business license in person or through the mail, provide a copy of the Nevada Division of Industrial Relations affirmation of compliance.
- If applying for your business license on-line through the ONE Regional Licensing and Permits Portal, you will provide your Nevada business identification number (obtained when you register through the Nevada Secretary of State's SilverFlume web site). If that number is validated, the Portal will complete the required application fields showing that you possess a valid Nevada Division of Industrial Relations affirmation of compliance.

Corporations or Limited Liability Companies (LLC)

- Corporations or LLCs must file Articles of Incorporation or Articles of Organization with the Nevada Secretary of State. The appropriate forms may be downloaded from the Secretary of State's website at www.nvsos.gov (Commercial Recordings Division or at <https://www.nvsos.gov/sos/home/showdocument?id=668>).

You will need to provide a copy of your *Articles of Incorporation* and a current list of officers with your business license application.

Fictitious Name Certificate (DBA)

- If you are using a business name other than your legal name, you will need to file a Fictitious Firm Name Certificate (Doing Business As - DBA) with the Washoe County Clerk at the Washoe County Administration Complex, 1001 East Ninth Street, Building A, 1st Floor, Reno. Their phone number is 775.784.7287 and more information is available through their website at https://www.washoecounty.us/clerks/bsd/dba_forms.php. The DBA certificate identifies the business owners.
- If your corporation or LLC is doing business under a different name, then you will also need to file a Fictitious Firm Name Certificate (Doing Business As - DBA) with the Washoe County Clerk.

You will need to provide a copy of your filed Fictitious Firm Name Certificate (DBA form) with your business license application

Special Nevada licenses

Various businesses and occupations require a special Nevada state license. Some of these businesses and occupations include:

- State Contractor's License. More information is available at www.nvcontractorsboard.com.

- Health Care. Regulated through the Nevada State Division of Public and Behavioral Health. More information is available at <http://dphh.nv.gov/>.
- Barbers or cosmetologists. Barbers are regulated by the Nevada Barbers' Health and Sanitation Board. More information is available by calling 775.688-1988 in Reno or through their website at <http://barber.nv.gov/>. Cosmetologists are regulated by the Nevada State Board of Cosmetology. More information is available at <http://cosmetology.nv.gov/>.
- Child care licensing. Child care facilities and operators require both Nevada and Washoe County licenses. The Nevada license is regulated by the Nevada Division of Child and Family services; more information may be found at <http://dcfs.nv.gov/>. The County license is regulated by the Child Services Division with the Washoe County Human Services Agency; more information is available at https://www.washoecounty.us/hsa/childrens_services/child_care_and_early_childhood_services/index.php.

19. Can I operate a business from my home?

Yes. You will need to obtain a home-based business license. Home-based businesses are allowed in any residentially zoned area, provided that the business activities do not alter the character or appearance of the residence or the residential neighborhood. The Washoe County Business License Ordinance (Washoe County Code Chapter 25) contains specific restrictions which must be met to operate as a home-based business. The regulations also contain a list of standards which must be followed by all home-based businesses. Finally, the regulations list several business types which are not allowed as a home-based business. You should contact the Washoe County Business License office if you are interested in operating a business from your home. Also, review your neighborhood's CC&R's as some home owner associations prohibit home businesses.

20. I work from home but am employed by someone else (telecommute). Do I need a business license?

No. If you work from home for a business located elsewhere, you do not need a business license. Telecommuting is an activity that is exempt from obtaining a business license.

21. What if I have more than one business or more than one business location?

Several different business activities may be listed on one business license for a single business location. The fees are the same for a business license with one business activity at a location or multiple business activities at a location. It is important that you list all of the business activities you conduct at your business location. This information allows public agencies to check each business activity against appropriate codes and regulations.

If you have more than one business location, then you will need a separate business license for each business location. The sole exception is a mobile business. A mobile business is defined as a business that does not operate from a permanent structure and remains at a location for a maximum of four hours (in any 24-hour period) before moving to another location. Examples of a mobile business include caterers, food/drink vendors,

house care services, and lawn services. Mobile businesses are issued a Mobile Business License.

22. What should I do if I change my business location?

Since business licenses are issued for a specific location, you need to notify the Washoe County Business License office in writing when you change your business location (or add new locations). An administrative fee of \$20 is charged for a business location change. Washoe County Business License staff will check with other agencies to ensure that the new location will meet all code requirements and regulations prior to granting the location change and issuing a new business license.

23. What should I do if my business's name, or my name, changes?

Since business licenses are issued to a specific person, firm or corporation, you need to provide the Washoe County Business License office with documentation verifying the business's name change or your name change.

24. I am forming a corporation to run my business. Are there any requirements specific to a corporation before I apply for a business license?

Yes, you must register your corporation with the Nevada Secretary of State's Office before you apply for a business license. The Secretary of State's Commercial Recordings Division office is located at 202 North Carson Street in Carson City. Their phone number is 775.684.5708 and the appropriate forms may be downloaded from the Secretary of State's website at <https://www.nvsos.gov/sos/home/showdocument?id=668>). You must provide a copy of the *Articles of Incorporation* or corporate seal, and a current list of officers, with your business license application.

25. What should I do if there is a change in my partners?

Since business licenses are issued to a specific person, firm or corporation, you need to notify the Washoe County Business License office when there is a change in your business partner(s).

26. I would like to start a business, but I don't want to use my own name. Can I use a company's, or different name, for the business?

Yes. However, if the business name is anything other than your legal name, you will need to obtain a Fictitious Firm Name Certificate (Doing Business As - DBA) from the Washoe County Clerk's Office. The Clerk's Office is located at the Washoe County Administration Complex, 1001 East Ninth Street, Building A, 1st Floor, Reno. Their phone number is 775.784.7287 and more information is available through their website at https://www.washoecounty.us/clerks/bsd/dba_forms.php. You must have a copy of this certificate (DBA form) before a business license can be issued.

27. I just purchased this business. Can I use the business license from the previous owner?

No. A business license is issued to a specific person, firm, or corporation and may not be used by another. As a new owner, you need to apply for a business license in your name, or in the name of your firm/corporation.

28. What if I close or sell a business?

If you choose to close or sell your business, please notify the Washoe County Business License office in writing so that your license(s) will be cancelled. If you have closed/sold your business and did not notify the Business License office, but have received a renewal reminder notice, you may note on the notice that you are no longer in business and return the notice to the office. Be sure to include the business name, address, owner name, date of business closure, and signature of the owner in any notification of a closed business.

29. Are there some types of licenses with special requirements before the license can be issued?

Yes. Some business types require a criminal history inquiry (see item a below), others require a work permit or registration card (see item b below), and cannabis establishments are a unique business type (see item c below).

a). Some business types require that a criminal history inquiry be completed to determine the suitability of the applicant to hold the license **before** the license can be issued. The following business types require the applicant (business owner and/or officers and directors of corporations) to submit fingerprint impressions to the Washoe County Sheriff's Office:

- Adult characterized businesses.
- Intoxicating liquor (license) business within unincorporated Washoe County. These include such licenses as:
 - Brew pub or brewery
 - Cabaret
 - Craft distillery
 - Importer/Wholesaler
 - Liquor catering
 - Package beer
 - Package liquor
 - Retail beer and wine
 - Tavern
 - Wine-maker
- Locksmith or safe mechanic.
- Massage business.
- Outdoor festival or outdoor community event.
- Pawnbroker or second hand store business.
- Peddler, solicitor, or traveling merchant.
- Property owner(s) on which a cannabis establishment is located (if the property owner was not an applicant on the State of Nevada marijuana certificate or license application).

Washoe County business license staff will provide you with a *Business License Fingerprint Worksheet* when you submit your business license application. Each owner, officer or director must complete and sign the *Worksheet*; and, take the *Worksheet* to the Washoe County Sheriff's Office, Records Division, to have their fingerprint impressions taken. The Sheriff's Office is located at 911 Parr Boulevard in Reno. Contact the Records Division at 775.328.3001 for information or directions.

The applicant must pay any inquiry (fingerprinting) fees directly to the Sheriff's Office. Records Division staff will initial the *Business License Fingerprint Worksheet*, which must be returned to the Washoe County Business License office.

The Sheriff's Office will submit the fingerprint impressions to both the Federal Bureau of Investigation and the Central Repository for Nevada Records of Criminal History. Such inquiries may take up to 90 days before results are available. The results are sent directly from the Sheriff's Office to the Washoe County Business License office.

Disqualifying convictions for each type of business may be found in the Washoe County Business License Ordinance (Washoe County Code Chapter 25) or the Liquor and Gaming Ordinance (Washoe County Code Chapter 30). Business License staff will notify an applicant if the license is denied due to disqualifying convictions. Otherwise, the license is issued to the applicant upon completion of the Sheriff's inquiry.

- b) Some business types require the business owner(s) and/or employees of a business to obtain a work permit or a registration card from the Sheriff's Office before working within the business.

Work Permit

The Washoe County Sheriff's Office will take fingerprint impressions for a work permit application. Applicants pay permit fees directly to the Sheriff's Office. The Sheriff's Office will submit the fingerprint impressions to both the Federal Bureau of Investigation and the Central Repository for Nevada Records of Criminal History. The Sheriff's Office will issue the work permit when results are received and if no disqualifying convictions exist. The work permit provides a form of photographic evidence that the person is allowed to work within the business.

Employees or owners of the following business types are required to obtain a work permit prior to working within the business:

- Adult characterized business.
- Landlord of dwelling units intended and operated exclusively for persons 55 years of age or older.
- Locksmith and/or safe mechanic (note: the owner or owners must also have a work permit).
- Private Investigator's Licensing Board (P.I.L.B.) licensee.
- Private security guard or gaming security guard.
- Pawnbroker.
- Peddler, solicitor, or traveling merchant mechanic (note: the owner or owners must also have a work permit).
- Any intoxicating liquor licensee. The following are exempt from obtaining a work permit:
 - Licensed package beer or package liquor establishments;
 - Private clubs;

- Persons selling and dispensing intoxicating liquor under a temporary intoxicating liquor license; and,
- Employees or volunteers serving intoxicating liquor as part of a liquor-tasting license.

Registration Card

The Washoe County Sheriff’s Office accepts applications for registration cards. Applicants pay card fees directly to the Sheriff’s Office. The Sheriff’s Office will conduct a local police records check of the applicant.

The Sheriff’s Office will issue the registration card when results are received and if no disqualifying convictions exist. The registration card provides a form of photographic evidence that the person is allowed to work within the business. The business types requiring a registration card include:

- Solicitor for a charitable organization (note: any person soliciting must have a registration card).
- Conducting a flea market (note: only the person or persons conducting flea market are required to have a registration card).
- Operating a carnival, circus, tent show, theme park or permanent exhibition (note: only the owner or operator is required to have a registration card).
- Agents, employees, and volunteers working at a cannabis establishment.

Contact the Records Division, Washoe County Sheriff’s Office, at 775.328.3001 for information on work permits or registration cards.

- c) Cannabis establishment applicants must provide copy of their valid State of Nevada medical cannabis registration certificate or cannabis establishment license, and certain information from their State marijuana establishment application. This information is in addition to the information required as part of the Washoe County cannabis establishment license application.

The establishment’s business location must meet certain zoning requirements and minimum distance standards from schools and community facilities. Criminal history inquiries will be required of any property owner who is not listed as the license applicant (include partnerships and corporations) on the State cannabis establishment application.

The application will be circulated by Washoe County business license staff to certain County agencies for review and recommendations. Recommendations may include conditions to be placed on the cannabis establishment license, to include mandatory conditions required from County Code. Washoe County business license staff will issue the license when all agencies have recommended approval.

30. I will have employees working in my business. Are there any requirements from the State of Nevada before I employ someone to work in my business?

Yes, Nevada has rules and regulations concerning employees. You should contact the Nevada Division of Industrial Relations for information on those rules and regulations. Their northern Nevada office is located at 400 West King Street, Suite 400 in Carson City.

The Carson City office's phone number is 775.684.7270. The Division's website address is <http://dir.nv.gov/>.

31. I want to operate a massage business. Are there any special requirements?

Yes. You must obtain a business license prior to operating or managing a business wherein massages are performed. Massage business license applicants must complete a criminal history inquiry through the Sheriff's Office and have the approval of other public agencies (such as zoning, health, and fire) prior to a license being issued.

Possession of a Washoe County massage business license does not allow you to perform massages, unless you also have a valid Nevada State Massage Therapist License (see Question 32). If you plan to offer outcall massage services in the unincorporated County, you must have both a current Washoe County massage business license and a Nevada State Massage Therapist License.

32. Are some businesses exempt from obtaining a massage business license?

Yes. The following business types do not require a Washoe County massage business license:

- Licensed health and care facility (as defined by NRS Chapter 449); and,
- Licensed health care provider, where the massage is adjunct to providing health care (health care provider is defined in NRS 629.031).

A massage business license is also not required of:

- Any person providing services under the direction and supervision of a licensed health care provider within a licensed health and care facility; and,
- Barbers or cosmetologists holding a valid Nevada State license or certificate providing such services within a licensed barber or beauty salon business.

33. I want to perform massage therapy. Are there any special requirements?

Yes. You must obtain a Nevada State Board of Massage Therapist License. Information on the Nevada State Board of Massage Therapy can be found on-line at <http://massagetherapy.nv.gov/>. The Board's Reno office is located at 1755 E. Plumb Lane, Suite 252 with a phone number of 775.687.9955.

A Washoe County massage business license is required for operating a massage business or performing outcall massage within the unincorporated County.

34. I have a contractor's license issued by the State of Nevada. Do I also need a business license?

Yes, if you are conducting business in unincorporated Washoe County or if your business office is located in unincorporated Washoe County. You must have a valid contractor's license from the Nevada State Contractors Board before applying to obtain a business license for contractor's activities. The Contractors Board's web address is www.nvcontractorsboard.com. Their Reno office is located at 5390 Kietzke Lane, Suite 102 in Reno with a phone number of 775.688.1141.

35. I want to sell agricultural products from my farm. Do I need a business license?

Yes. State Law exempts a person from paying a business license fee for selling agricultural products from a farm (property) provided the person has a valid Nevada Producer's or Produce Vendor Certificate. Possession of a valid certificate will enable you to sell natural, unprocessed agricultural products raised on your land directly to any consumer, restaurant or grocery store; or, to consumers at another location (vendor's certificate). Certificates are valid for 12 months and may be obtained through the Nevada Department of Agriculture. The Department's web address is www.agri.nv.gov. Their Northern Nevada office is located at 405 South 21st Street in Sparks with a phone number of 775.353.3601.

You will be required to obtain a Washoe County business license for your farm in order to sell the agricultural products; however, you will not be charged a business license fee for the sale of those products. You will need to provide a copy of your current and valid Nevada Producer's Certificate with your business license application.

Prior to issuing the license, business license staff may require review and approval of your license application by appropriate government agencies. These agencies may review your location and/or products to ensure you will comply with all appropriate laws and regulations. Any inspection fees required for the agency's review will be your responsibility.

If you wish to display signage on your property advertising the sale of your agricultural products, please so inform business license staff when applying for your license. You will be directed to talk with Planning Division staff who can explain the regulations and requirements for such signage.

As a final note, a valid Nevada Producer's Certificate is not required to sell agricultural products from your property. If you lack a valid Certificate, or do not wish to obtain one, you must obtain a business license and will be required to pay all appropriate business license fees.

36. Do non-profit organizations require a business license?

Yes. Additionally, non-profit (nor for profit) organizations are required to pay all application and renewal fees for business licenses.

37. How do I file a complaint about a business that is operating in unincorporated Washoe County?

There are several methods to report a business license violation or complaint:

- Report the complaint on-line using the [ONE Regional Licensing and Permitting Portal](#).
- Call the Code Compliance hotline at 328.6106; **OR**,
- Mail a letter to: Washoe County Community Services Department, Planning & Building Division, Attn: Code Compliance, 1001 East Ninth Street, Reno, Nevada 89512.

Washoe County encourages you to use the on-line complaint portal. If you cannot report the complaint on-line, then please provide the following information as part of your complaint:

- Your name, address, and phone number;
- The address of the potential violation;
- The violator's name, if known;
- The type(s) of violation(s); and,
- Any details that might assist the Code Enforcement Officer (CEO) when investigating the complaint. Proof of business activities is important in any license complaint. Documentation of any unlicensed business activities, such as copies of invoices, quotes or receipts or of advertisements, are critical to establish proof of unlicensed business activities.

You may report a complaint and remain anonymous. However, code compliance staff prefers to have your name, address, and phone number to initiate a compliance case. We will use your personal information to contact you if we have additional questions, to provide a status of the case, if we determine that the complaint is not within our jurisdiction (e.g., falls within the City's boundaries), or if the matter is not within our scope of authority.

Your personal information (specifically, your name, address, and phone number) becomes part of the public record pertaining to the compliance case and will be released as part of the case file when fulfilling a public records request from a citizen. In certain cases, your personal information may be treated as sensitive information if the compliance case is being handled through the criminal enforcement process. In these types of cases, your information will not be released pursuant to a public records request until the case is closed.

Washoe County cannot become involved in any civil matters. The County cannot recover money for you nor force another person to perform work for you. The County will, however, conduct a complete investigation and work with the violator to make sure Washoe County codes and regulations are followed. Violations of the Washoe County Business License Ordinance and the Liquor and Gaming Ordinance will be enforced principally through the County's administrative enforcement regulations. These regulations allow an enforcement official to issue an order for a person to stop conducting unlicensed business activities and further enable administrative penalties ranging from \$100 to \$400 for failure to follow an order or to obtain the appropriate County license. Additionally, license violations are a misdemeanor criminal offense and may result in a separate maximum fine of \$1,000 and/or up to six months in jail.

38. What do I do if I want to hold a parade, procession, or organized athletic/sporting race using a public street or right of way?

You will need to obtain approvals from the Washoe County Sheriff's prior to conducting the parade, procession or race. You should contact those agencies directly for approvals. The Sheriff's Office's phone number is 775.328.3001.

Marijuana Establishment

Common Questions

ME1. What is a marijuana establishment?

The Nevada State Constitution authorizes patients, on the advice and with written authorization of their physicians, to obtain and use marijuana for medical purposes. Additionally, Nevada State Law was changed by voter initiative in 2016 to provide for the licensing, taxation and regulation of adult use (recreational) marijuana. County Code provides for four types of marijuana establishments (ME):

- *Marijuana cultivation facility.* This ME type acquires, cultivates, delivers, supplies or sells marijuana and related supplies to other marijuana establishments. A marijuana cultivation facility may be licensed as a medical marijuana cultivation facility and/or as a marijuana cultivation facility. These facilities are not open to the public.
- *Marijuana distributor.* A marijuana distributor transports both medical and recreational (adult use) marijuana, marijuana products and/or marijuana paraphernalia to marijuana establishments located within the unincorporated County. A retail marijuana store/medical dispensary is not required to obtain a marijuana distributor license to transport or deliver marijuana or marijuana products directly to consumers.
- *Marijuana product manufacturing facility.* This ME type acquires, manufactures, delivers, supplies or sells edible marijuana products or marijuana-infused products to retail marijuana stores/medical dispensaries. A marijuana product manufacturing facility may be licensed as a facility for the production of edible marijuana products or marijuana-infused products and/or as a marijuana product manufacturing facility. These facilities are not open to the public.
- *Marijuana testing facility.* This ME type tests marijuana, edible marijuana products and marijuana-infused products that are to be sold in Nevada. A marijuana testing facility may be licensed as a medical marijuana independent testing laboratory and/or as a marijuana testing facility. These facilities are not open to the public.
- *Retail marijuana store/medical dispensary.* This ME type delivers or sells marijuana or related supplies and educational materials to patients or care givers with a valid Nevada medical marijuana identification card and/or to adults over the age of 21. A retail marijuana store/medical dispensary is a licensed medical marijuana dispensary that may also be licensed as a retail marijuana store. In order to operate as a retail marijuana store/medical dispensary, the business must retain State licensure as a medical marijuana dispensary to continue business operations in the unincorporated County.

ME2. Do I need a business license to operate a marijuana establishment in unincorporated Washoe County?

Yes. However, you must obtain a State of Nevada registration certificate (medical marijuana) or State of Nevada marijuana license (recreational marijuana) from the

Nevada Department of Taxation before you can apply for a Washoe County marijuana establishment license.

ME3. Does Washoe County issue separate marijuana establishment licenses for medical and recreational marijuana establishments?

No. Washoe County operates under a single marijuana establishment license process. This means that a marijuana establishment may be a medical and/or a recreational marijuana establishment. However, a retail marijuana store/medical dispensary is restricted in that the establishment must possess a valid Nevada medical marijuana dispensary certificate to operate as a retail marijuana store (sell recreational marijuana and products).

ME4. I plan to operate a marijuana cultivation facility and a marijuana product manufacturing facility at the same address in unincorporated Washoe County. Do I need a separate Washoe County marijuana establishment license for each establishment?

Yes. Each proposed marijuana establishment requires a separate Washoe County marijuana establishment license application, and separate review and approvals.

ME5. I must provide a local jurisdiction's zoning verification for my proposed marijuana establishment location as part of the Nevada application process. How do I obtain that verification?

Washoe County will provide a *Zoning Information Letter for a Potential Marijuana Establishment* to satisfy this requirement for properties located in the unincorporated County and outside of an exerted sphere of influence (see more information below). You should contact:

- Washoe County Planning Division, Community Services Department. The office is located at 1001 East Ninth Street, Building A, Second Floor in Reno. The telephone number is 775.328.6100; ask to speak with the Planner of the Day.

Exerted Sphere of Influence properties. Certain areas of unincorporated Washoe County are within the exerted sphere of influence for either the City of Reno or the City of Sparks. These sphere areas are required by the Truckee Meadows Regional Plan and governed by an interlocal agreement. Developments within an exerted sphere of influence must obtain any planning approvals from the appropriate City. This means that any zoning verification of your proposed marijuana establishment location must be obtained from the appropriate City if your proposed location is within an exerted sphere of influence. Washoe County planning staff will assist you to determine if your proposed location is within such a sphere area.

- For areas within the *City of Reno's* exerted sphere of influence, contact the City of Reno Building, Planning and Engineering Division, Community Development Department. Their offices are located at 1 East First Street, Second Floor in Reno. Their telephone number is 775.321.8309. The City of Reno may charge a fee for the zoning verification letter.
- For areas within the *City of Sparks'* exerted sphere of influence, contact the City of Sparks Planning/Zoning Division, Community Services Department. Their offices are

located at 431 Prater Way in Sparks. Their telephone number is 775.353.2340. The City of Sparks may charge a fee for the zoning verification letter.

ME6. I have my State of Nevada registration certificate (medical marijuana) and/or State of Nevada marijuana license (recreational marijuana). How do I obtain a Washoe County marijuana establishment license?

You must apply for a Washoe County marijuana establishment license. This is a revocable privileged business license issued specifically for marijuana establishments. Each type of marijuana establishment requires a separate Washoe County marijuana establishment license (see question 1). The license is valid for one quarter and must be renewed quarterly (see question 13). The marijuana establishment license application packet is found on-line at

https://www.washoecounty.us/csd/planning_and_development/business_license/business_license_files/ME%20business%20license%20application,%202018.pdf. The packet contains all of the information required for your license application.

The marijuana establishment license application fee is \$77.75, which must accompany your application. Your first quarterly marijuana establishment license fee will be collected on the first day of the calendar quarter after your license is issued.

If a criminal history inquiry is required of the property owner, the license cannot be issued until results from the inquiry are received and evaluated by Washoe County business license staff.

Your marijuana establishment license application will be reviewed by several agencies. The agency may charge separate review or permitting fees, and it is your responsibility to pay any such fees. These agencies include:

- Truckee Meadows Fire Protection District or North Lake Tahoe Fire Protection District.
- Washoe County Community Services Department:
 - Planning and Building Division;
 - Planning Program
 - Building Program.
- Washoe County Health District:
 - Air Quality Management Division.
- Washoe County Sheriff's Office.
- Any appropriate water and/or sanitary sewer service provider.
- City of Reno staff if the proposed location is within Reno's exerted sphere of influence.
- City of Sparks staff if the proposed location is within Sparks' exerted sphere of influence.

Conditions will be established on your marijuana establishment license by Washoe County license staff and may also be established by any of these reviewing agencies. You must pay all applicable agency license/permit and/or inspection fees prior to issuance of your marijuana establishment license.

Washoe County license staff will issue your marijuana establishment license after receiving recommendations of approval with any appropriate conditions from all reviewing agencies, and after receiving positive results from any required criminal history inquiry.

You must provide a copy of your issued Washoe County marijuana establishment license to the Nevada Department of Taxation.

ME7. Can Washoe County deny my marijuana establishment application?

Yes, Washoe County business license staff may deny your Washoe County marijuana establishment license application or your establishment's license renewal. The factors which cause an application or license renewal denial are outlined in Washoe County Code Section 25.752. The denial may be appealed to the Washoe County Board of County Commissioners.

ME8. Are there any requirements for agents, employees or volunteers working at a marijuana establishment?

Yes. Washoe County Code requires that any agent (to include contractors), employee or volunteer working at a marijuana establishment obtain and maintain a Washoe County Sheriff's Office registration card. To apply for a registration card, the agent, employee or volunteer must provide:

- A copy of their valid State of Nevada marijuana establishment agent registration card.
- A completed personal history on a form provided by the Sheriff's Office.
- The proper fees as required by the Sheriff's Office.

The registration card will note the agent, employee or volunteer's role at the marijuana establishment. Agents, employees and volunteers must display the valid registration card on their person while working at the establishment.

ME9. Are there Washoe County regulations governing the operation of a marijuana establishment business?

Yes. Washoe County regulations governing the operation of a marijuana establishment business include:

- Any other business activities at a marijuana establishment require a separate Washoe County business license.
- Public use or consumption of marijuana and/or marijuana products is prohibited at any marijuana establishment.
- Delivery of marijuana and/or marijuana products directly to a consumer by a retail marijuana store/ medical dispensary must adhere to the provisions of NRS Chapter 453D and NAC Chapter 453D.
- Marijuana establishment licensees are required to notify Washoe County business license staff of any action by the Nevada Department of Taxation regarding the State's medical marijuana certificate and/or marijuana establishment license for the business.

Licensees must also notify Business License if the business is closed or ceases operations.

- The required quarterly marijuana establishment license fee is 3% of an establishment's reported quarterly gross revenue.
 - The license fee is due at the start of each calendar quarter (January 1, April 1, July 1 and October 1) and must be paid in full no later than 15 calendar days after the start of the calendar quarter.
 - Marijuana establishment licensees shall report quarterly gross revenue and include that information, together with the calculation for the required 3% fee (plus any penalty charges or reinstatement fees), with the license payment.
 - The quarterly license fee may be paid all, or in part, in advance of the payment due date.
- Marijuana establishment licensees shall submit an annual report to Washoe County business license staff no later than December 31 of each year. The report must contain, at a minimum, the following:
 - A copy of the most recent Nevada Department of Taxation medical marijuana certificate and/or marijuana establishment license issued for the establishment; and,
 - A copy of the most recent Nevada Department of Taxation inspection for the establishment.
- Any agent, employee, and/or volunteer working at a marijuana establishment must obtain and maintain a Washoe County Sheriff's Office registration card. This registration card must be displayed on the person at all times when working at the marijuana establishment.
 - The registration card is obtained at the Washoe County Sheriff's Office. Applicants must provide a copy of a valid Nevada Department of Taxation marijuana establishment agent registration card, complete a personal history form provided by the Sheriff's Office, have a photograph taken, and pay the proper fees as required by the Sheriff's Office.
 - The registration card is in addition to the State marijuana establishment agent registration card.
- Issuance of a Washoe County marijuana establishment license constitutes permission for Washoe County business license staff, Sheriff, Fire Marshal, and/or District Health Officer (or their designees) to inspect the licensed establishment. Inspections may be with or without notice, and include required annual inspections for business license, safety, health or sanitation. The business owner is responsible to pay any required inspection fees.
- Requirements of the business and the building:
 - The current Nevada Department of Taxation medical marijuana certificate and/or marijuana establishment license, the current Washoe County marijuana establishment license, and any other State or County permits or licenses required to operate the establishment must be prominently displayed.

- Graffiti appearing on the building must be removed or covered within 48 hours (upon discovery or notification by the Washoe County’s Sheriff’s Office).
- Public access to a retail marijuana store/medical dispensary is from 8:00 a.m. to midnight, and hours are initially set forth in the approved Washoe County marijuana establishment license application. Changes to the hours of operation must be approved in advance by Washoe County business license staff.
- No marijuana or associated products or paraphernalia shall be visible from outside of the building.
- Disposal of marijuana, marijuana-infused products, by-products and other waste material shall be in a safe, sanitary and secure manner. The disposal location and manner shall be approved by the Nevada Department of Taxation and the Washoe County Sheriff’s Office. Disposed material must be rendered unusable, be protected from possession or ingestion (by persons and animals), and not placed within the ME’s exterior refuse containers.

The Nevada Department of Taxation regulates the operations of marijuana establishments. You must also comply with State regulations.

ME10. I operate a licensed medical marijuana dispensary and/or retail marijuana store in the City of Reno (or Sparks). I want to deliver medical and/or recreational marijuana to authorized patients and/or customers living in unincorporated Washoe County. Do I need a separate Washoe County business license?

Yes. However, you only need a Washoe County general business license, and not a Washoe County marijuana establishment license.

As long as you have a valid State of Nevada marijuana establishment certificates/licenses and valid City licenses and/or permits, you must obtain a Washoe County general business license to deliver marijuana and/or marijuana products within unincorporated Washoe County to a:

- Licensed marijuana establishment (except for a retail marijuana store, see Question 11);
- Patient with a valid State medical marijuana registry identification card;
- Designated primary caregiver with a valid State medical marijuana registry identification card; or,
- Adult over the age of 21.

ME11. I operate a licensed marijuana cultivation facility (or a licensed marijuana product manufacturing facility) in unincorporated Washoe County. I want to deliver marijuana and/or marijuana products to other licensed marijuana establishments in unincorporated Washoe County (or in the Cities of Reno or Sparks). Do I need a Washoe County marijuana establishment license?

If you are delivering marijuana and/or marijuana products to a licensed:

- Marijuana cultivation facility;
- Marijuana product manufacturing facility;

- Marijuana testing facility; and/or,
- Medical marijuana dispensary,

You do not need a separate Washoe County marijuana establishment license. However, you must obtain a Washoe County general business license.

State Law requires a Nevada marijuana distributor's license if you are delivering marijuana and/or marijuana products to a licensed retail marijuana store. County Code mirrors State Law, so you must, therefore, obtain a Washoe County marijuana establishment license for a marijuana distributor to deliver marijuana or marijuana products to a licensed retail marijuana store located within unincorporated Washoe County.

ME12. Do I have to allow County officials to inspect my license medical marijuana establishment?

Yes. County Code states that issuance of a Washoe County marijuana establishment license constitutes permission for certain County officials to inspect your licensed establishment. These County officials include:

- Washoe County license staff;
- The Washoe County Sheriff;
- The Truckee Meadows Fire Protection District Fire Marshall;
- The North Lake Tahoe Fire Protection District Fire Marshall;
- The Washoe County District Health Officer; and/or
- The designated staff of these agencies and officials.

These inspections may be with or without notice, and include required annual inspections for business license, safety, health, and sanitation.

ME13. Are there license fees associated with a Washoe County marijuana establishment license?

Yes. All licensed marijuana establishments must pay a quarterly marijuana establishment license fee. All marijuana establishment licenses are issued for one calendar quarter of a year, and must be renewed within 15 calendar days after the start of the calendar quarter. The calendar quarter periods for each year are as follows:

- The first quarter begins on January 1st of each year. The quarterly license fee must be paid on or before January 15th of each year.
- The second quarter begins on April 1st of each year. The quarterly license fee must be paid on or before April 15th of each year.
- The third quarter begins on July 1st of each year. The quarterly license fee must be paid on or before July 15th of each year.
- The fourth quarter begins on October 1st of each year. The quarterly license fee must be paid on or before October 15th of each year.

The quarterly license fee is 3% of a marijuana establishment's reported gross revenue for the preceding quarter. Gross revenue is defined in WCC Section 25.013.

- You must submit your quarterly gross revenue report to the license division no later than 15 calendar days after the start of each calendar quarter. You are responsible to calculate your quarterly license fee, report that fee on the license renewal form and pay the required fee.
- You must pay your quarterly license fee in full no later than 15 calendar days after the start of each quarter. You may also pay the required license fees in full, or in parts, in advance of the quarterly calendar due date.
- Your marijuana establishment license may be automatically renewed when you have paid your required quarterly license fees in full and provided any other information as required by WCC Section 25.748 (to include information required as part of your required annual report).

ME14. Are there penalties if I do not renew my marijuana establishment license in a timely fashion?

Yes. Penalties start accruing 16 calendar days after the start of each quarter if the required fees are either not paid or not paid in full. Penalties must be paid in full in addition to the required marijuana establishment license fee.

- A penalty of 25% of the required license fee will be charged for payments received after 15 calendar days and prior to 60 calendar days.

If you do not pay your required license fee and the 25% penalty within 60 calendar days, your marijuana establishment license will be automatically revoked.

- Your license can be reinstated if you pay a reinstatement fee of 15% of the required license fee. This reinstatement fee is in addition to the 25% penalty fee and the required license fee.
- The reinstatement fee, penalty fee, and required license fee must be paid in full within 90 calendar days.
- After 90 calendar days, your marijuana establishment license is permanently revoked and you must apply for a new marijuana establishment license.

Your marijuana establishment license will not be renewed if any license fees, penalty fees, and/or reinstatement fees have not been paid in full

ME15. What happens to my Washoe County marijuana establishment license if my Nevada medical marijuana certificate and/or marijuana establishment license is not renewed or revoked?

Your Washoe County marijuana establishment license is immediately revoked when Washoe County is notified that your Nevada medical marijuana certificate and/or marijuana establishment license is revoked, has not been renewed, or is no longer valid. There is no appeal to the Washoe County Board of County Commissioners for this immediate license revocation. The revocation is, however, subject to judicial review.

ME16. Can my Washoe County marijuana establishment license be revoked?

Yes, your Washoe County marijuana establishment license may be revoked for various events. These events are outlined in Washoe County Code Section 25.776 and include the following as examples (please read the Code section for the complete list):

- Selling, serving, giving away, or dispensing marijuana to a person under the age of 21.
- Selling, serving, giving away, or dispensing medical marijuana to a person without a valid State medical marijuana registry identification card (or a person who is not a patient's designated primary caregiver).
- Employing or using an agent, employee or volunteer who does not possess a valid State of Nevada marijuana establishment agent registration card and a valid Washoe County Sheriff's Office registration card.
- Not allowing Washoe County inspectors to conduct required inspections or to investigate complaints, and/or failing to issue visitor identification cards to Washoe County inspectors.

Revocation action requires a public hearing before the Washoe County Board of County Commissioners following a process outlined in the Washoe County business license ordinance.

Washoe County will notify the Nevada Department of Taxation if your Washoe County marijuana establishment license is revoked.

ME17. I want to relocate my licensed marijuana establishment to a different property within unincorporated Washoe County. Does Washoe County need to approve such a relocation?

Yes. First, you must obtain permission from the Nevada Department of Taxation to relocate your marijuana establishment. The new location must meet all location requirements found in Washoe County Code Chapter 25 (Business License) and Chapter 110 (Development Code – regulatory zoning). Washoe County will charge an application fee of \$500 for a relocation. The relocation application and the application review process are available from Washoe County business license staff.

Liquor License Common Questions

L1. I want to sell alcoholic beverages in Washoe County. Do I need a license?

Yes. You must obtain a Washoe County liquor license prior to selling, distributing, or providing alcohol beverages (intoxicating liquors) in unincorporated Washoe County. If your business office is within the unincorporated County, you must also obtain a Washoe County business license in addition to your Washoe County liquor license. The fees for the business license are separate from the fees for a liquor license. Business License staff will process both license applications concurrently.

Special licensing rules apply to wholesale liquor dealers and importers of intoxicating liquor, and a person operating a brewery, brew pub, craft distillery, winery or instructional wine-making facility.

- If your business office will be located within unincorporated Washoe County, or if you intend to sell or distribute intoxicating liquor within the unincorporated County, then you must obtain both a State of Nevada and a Washoe County importer/wholesaler intoxicating liquor license, brewery license, brew pub license, craft distillery license, or wine-maker’s license as appropriate. The County Commission must approve your State of Nevada license application before the County license(s) will be issued.
- If your business is **not** located within unincorporated Washoe County, or if you **do not** intend to sell or distribute intoxicating liquor within the unincorporated County, you do not need a Washoe County liquor license. The governing body (e.g., City Council) of the jurisdiction within which your business office is located will approve your State of Nevada license application.

L2. Are there any special requirements to obtain a liquor license?

Yes. Liquor license applicants must complete a criminal history inquiry through the Washoe County Sheriff’s Office. Washoe County business license staff will provide you with a *Liquor License Fingerprint Worksheet* when you submit your liquor license application. Each owner, officer or director must complete and sign the *Worksheet*; and, take the *Worksheet* to the Washoe County Sheriff’s Office, Records Division, to have their fingerprint impressions taken. The Sheriff’s Office is located at 911 Parr Boulevard in Reno. Contact the Records Division at 775.328.3001 for information or directions. The Records Division will also determine if fingerprint impressions can be provided from another location (e.g., Incline Village or another State).

The applicant must pay any inquiry (fingerprinting) fees directly to the Sheriff’s Office. Records Division staff will initial the *Liquor License Fingerprint Worksheet*, which must be returned to the Washoe County Business License office.

The Sheriff’s Office will submit the fingerprint impressions to both the Federal Bureau of Investigation and the Central Repository for Nevada Records of Criminal History. Such inquiries may take up to 90 days before results are available. The results are sent directly from the Sheriff’s Office to the Washoe County Business License office.

Disqualifying convictions for each type of business may be found in the Liquor and Gaming Ordinance (Washoe County Code Chapter 30). Business License staff will notify an applicant if the license is denied due to disqualifying convictions. Otherwise, the license is issued to the applicant upon completion of the Sheriff’s inquiry.

L3. How long is a liquor license good for?

Liquor licenses are valid for three months and are renewed quarterly (January 1, April 1, July 1, and October 1).

L4. Are there different types of liquor licenses?

Yes. Washoe County has several different types of liquor licenses:

- **Brew Pub.** A brew pub is an establishment which manufactures malt beverages and sells those malt beverages at retail to the public for consumption on the premise. Malt beverages are defined as “beer, ale, porter, stout and other similar

fermented beverages of any name or description, brewed or produced from malt, wholly or in part”.

- **Brewery.** A brewery is an establishment which manufactures malt beverages but does not sell those malt beverages at retail to the public.
- **Cabaret.** A cabaret is a tavern having an orchestra or any type of live entertainment, or where dancing is permitted. A typical example is a club or disco.
- **Craft distillery.** A craft distillery is an establishment which manufactures distilled spirits from agricultural raw materials through distillation and sells those distilled spirits to the public.
- **Importer/Wholesaler Intoxicating Liquor.** An importer is a person who brings intoxicating liquor into Washoe County. A wholesale distributor is any person who sells or distributes intoxicating liquors to package or retail outlets.
- **Liquor caterer.** A liquor caterer is a person who dispenses, serves, provides, or sells intoxicating liquors by the drink only for consumption on the premises where the intoxicating liquors are dispensed. The liquor caterer’s services must be performed at diverse locations on a shifting and intermittent basis, as opposed to a permanent location. A liquor caterer’s license may be issued in conjunction with another Washoe County intoxication liquor license, or separately.
- **Liquor-tasting license.** A liquor-tasting license allows a person who operates a grocery store to serve samples of alcoholic beverages at the store. The person must possess a valid, Washoe County package beer and/or liquor license. There is no charge for a liquor-tasting license.
- **Package Beer.** A package beer establishment is any place where beer is sold or distributed for consumption off premise. Typical examples include liquor stores, mini-markets, and grocery stores.
- **Package Liquor.** A package liquor establishment is any place where intoxicating liquor is sold or distributed for consumption off premise. Typical examples include liquor stores, mini-markets, and grocery stores.
- **Retail Beer and Wine.** A retail beer and wine establishment is any place where beer or wine is sold at retail by the drink to the general public. A typical example is a restaurant.
- **Service Bar.** A service bar is any bar where drinks are prepared for service only at tables in hotels, restaurants or casinos. The hotel, restaurant or casino must also possess a valid liquor license. This type of license does not permit sales of intoxicating liquor directly to a customer from the service bar.
- **Tavern.** A tavern is any place, without live entertainment and where dancing is prohibited, where intoxicating liquors are sold at retail by the drink to the general public for on premises consumption. Typical examples include bars, cocktail lounges, or saloons, all without live entertainment.
- **Temporary intoxicating liquor license.** A temporary intoxicating liquor license allows the sale and dispensing of intoxicating liquors at locations and time periods as specified on the license. A temporary intoxicating liquor license is in addition to

any special event, community event, or outdoor festival license issued pursuant to Washoe County Codes Chapters 25 and/or 110.

- **Wine-maker.** Wine-maker includes both wineries and instructional wine-making facilities. A winery is an establishment that makes wine as an alcoholic beverage obtained by the fermentation of the natural content of fruits or other agricultural products containing sugar. An instructional wine-making facility is an establishment that provides instruction and the opportunity to make wine on the business premise for a fee.

Your business may require more than one type of liquor license. Please contact the Business License offices at 775.328.3733 for more information on each type of license and which type of license(s) your business requires.

L5. Are there special requirements for employees of an establishment selling or serving alcohol?

Yes. Employees may be required to possess a work permit (work card) and/or an alcohol education card.

- **Work permit (work card).** Each employee who sells, serves, or provides alcohol (intoxicating liquors) in a licensed liquor establishment must possess a valid work permit (work card) issued by the Washoe County Sheriff's Office. Licensed package beer or package liquor establishments, private clubs, persons selling and dispensing intoxicating liquor under a temporary intoxicating liquor license, and employees or volunteers serving intoxicating liquor as part of a liquor-tasting license are exempt from this requirement.

The Washoe County Sheriff's Office will take fingerprint impressions for a work permit application. Applicants pay permit fees directly to the Sheriff's Office. The Sheriff's Office will submit the fingerprint impressions to both the Federal Bureau of Investigation and the Central Repository for Nevada Records of Criminal History. The Sheriff's Office will issue the work permit when results are received and if no disqualifying convictions exist. The work permit provides a form of photographic evidence that the person is allowed to work within the business.

Work permits are valid for five years and must be renewed in a timely fashion.

- **Alcohol education card.** Each employee who sells or serves alcoholic beverages, or performs the duties of a security guard, at a licensed liquor establishment must possess a valid alcohol education card. The card is not required for an importer/wholesaler, at a private club or at any other facility not open to the public, persons selling and dispensing intoxicating liquor under a temporary intoxicating liquor license, or for volunteers serving intoxicating liquor as part of a liquor-tasting license.

Employees must complete a Nevada certified Alcohol Beverage Awareness program. The program is administered by the Nevada Department of Taxation. A list of approved Alcohol Beverage Awareness Training Schools can be found at <http://cpe.nv.gov/uploadedFiles/cpenvgov/content/Home/Features/Alcohol%20awareness%20Training%202018%2008.pdf>.

Contact the Records Division of the Sheriff’s Office at 775.328.3001 for information on work permits and the Nevada Department of Taxation at 775.687.9999 for information on alcohol education cards.

L6. Are there any restrictions on where a business selling or serving alcohol may be located?

Yes. Every business selling or serving intoxicating liquor must meet zoning requirements to ensure that the business activity and site are compatible. It is strongly suggested that you check with the Washoe County Community Services Department, Planning and Building Division **before signing** any lease or rental agreement. Planning and Building Division staff can be reached by e-mail at planning@washoecounty.gov or by phone at 775.328.6100. Planning and Building Division staff will check to make sure your business activity complies with zoning requirements. The staff will also provide information on any parking, landscaping, or development requirements if appropriate.

Additionally, intoxicating liquor establishments may not be located within 500 feet of any schoolhouse or place where school is conducted, or within 500 feet of any church. This requirement does not apply to a currently licensed liquor establishment whose location would be prohibited by a new school or new church locating within 500 feet of the business.

L7. How much does a liquor license cost?

Washoe County liquor license fees are based on a fixed quarterly license fee **plus** an additional fee based on reported annual gross liquor receipts in excess of \$25,000. Importer/Wholesaler intoxicating liquor licenses and temporary intoxicating liquor licenses pay **only** the fixed quarterly or one-time fee. All quarterly liquor license fees include a \$2.00 Regional Technology Fee. No fee is charged for a liquor-tasting license.

Liquor License Type	Quarterly Liquor License Fee	Additional Quarterly Fee?
Brew pub or brewery	\$ 227	yes
Cabaret	\$ 302	yes
Craft Distillery	\$ 227	yes
Importer/Wholesaler	\$ 302	no
Liquor catering (separate license)	\$ 227	yes
Liquor catering (with another liquor license)	\$127	yes
Liquor-tasting	No fee	no
Package beer	\$ 52	yes
Package liquor	\$ 202	yes
Retail beer and wine	\$ 127	yes
Service bar	\$ 127	yes
Temporary Intoxicating	\$ 127 (one-time fee)	no
Tavern	\$ 227	yes
Wine-maker’s	\$ 257	yes

A new liquor licensed business pays a \$50 additional fee each quarter during the first year of operation. After the first year, the additional quarterly fee is based on the liquor gross receipts reported by the business for the previous year. The additional fee is calculated as \$1 per quarter for each \$1,000 of reported annual gross liquor receipts in excess of \$25,000.

Annual gross liquor receipts are defined as the sum of the gross liquor receipts for the most recent fiscal year prior to the expiration date of the license. Gross liquor receipts means the total sum of retail intoxicating liquor sales conducted in the unincorporated area of Washoe County only. Further definitions of annual gross liquor receipts and gross liquor receipts are found in Washoe County Code Chapter 30, section 30.010.

Examples of quarterly liquor license fees:

1. New Tavern liquor license: (first year of operation)	fixed quarterly fee: \$ 227 additional fee: <u>\$ 50</u> Total quarterly fee: \$ 277
2. Renewal for Tavern liquor license: (\$35,000 in reported receipts)	fixed quarterly fee: \$ 227 additional fee: <u>\$ 10</u> Total quarterly fee: \$ 237

L8. What happens if I am late with my liquor license fee payment?

If payment is received in the Business License offices within 15 days after the license's quarterly expiration date, then **no penalty fee** is assessed. All liquor licenses become delinquent if payment is not received within 15 days of the license's quarterly expiration date. If payment is received after 15 days, but within 30 days, after the license's expiration date, then a **penalty charge of 25% of the license fee** is assessed. If payment is not received within 30 days after the license's expiration date, then the liquor license is automatically revoked. A revoked license can be reinstated with payment of the liquor license fee, the **penalty charge of 25% of the license fee**, plus an additional **reinstatement fee of 15% of the license fee**.

However, a revoked license cannot be reinstated if all payments, to include penalty charges and reinstatement fees, are received more than 90 days after the license's expiration date. After 90 days, a revoked liquor license holder will be required to apply for a new liquor license.

L9. I just purchased a bar. Can I use the liquor license from the previous owner?

No. A liquor license is issued to a specific person, firm, or corporation and may not be used by another. As a new owner, you need to apply for a liquor license in your name, or in the name of your firm/corporation.

Gaming License Common Questions

G1. I want to operate a gaming business or install slot machines in my business in Washoe County. Do I need a license?

Yes. You must obtain a Washoe County gaming license prior to operating any gaming table, slot machine, race or sports book or pool, or any other game/device regulated by NRS 463 **regardless of your location in Washoe County.**

G2. Are there any special requirements to obtain a gaming license?

Yes. You must have a valid State of Nevada gaming license for each game or device at your business location before applying for a Washoe County gaming license. The issuance and maintenance of a valid State of Nevada gaming license is a prerequisite to holding a Washoe County gaming license.

Gaming license applicants located in unincorporated Washoe County must also obtain a Washoe County business license. The fees for the business license are separate from the fees for a gaming license. Business License staff will process both license applications concurrently. Business License staff may require inspections of the business from appropriate Washoe County agencies (e.g., fire, health, water, sewer, building, and zoning).

Business License staff will issue a gaming license after determining that the applicant meets all requirements to hold the license, to include location requirements.

G3. How long is a gaming license good for?

Gaming licenses are valid for three months and are renewed quarterly (January 1, April 1, July 1, and October 1).

G4. Are there special requirements for employees of a gaming establishment?

Yes. Each gaming employee (as defined in NRS 463.0157) must be registered as a gaming employee with the State of Nevada Gaming Commission.

G5. Are there any restrictions on where a business with a gaming license may be located in unincorporated Washoe County?

Yes. Every business with a gaming license in unincorporated Washoe County must meet zoning requirements to ensure that the business activity and site are compatible. It is strongly suggested that you check with the Washoe County Community Services Department, Planning and Building Division **before signing** any lease or rental agreement. Planning and Building Division staff can be reached by e-mail at planning@washoecounty.gov or by phone at 775.328.6100. Planning and Building Division staff will check to make sure your business activity complies with zoning requirements. The staff will also provide information on any parking, landscaping, or development requirements if appropriate.

Additionally, establishments with a gaming license in unincorporated Washoe County may not be located within 500 feet of any school, church, edifice, building, or structure erected and used exclusively for devotional services or religious worship. Gaming licenses will also not be issued to an establishment where the business operation would create or constitute a public nuisance. This 500-foot location requirement does not apply to a licensed gaming establishment whose location would be prohibited by a new school, church, edifice or religious structure locating within 500 feet of the business.

G6. How much does a gaming license cost?

Washoe County gaming license fees are the sum of two fixed fees. The first fixed fee is a **monthly** charge based on the number and types of games, tables, machines, or devices in the establishment:

Type of Game or Device	Gaming License Fee per month
Each card game table (e.g., poker, bridge, whist, solo, panguini, etc.)	\$ 25
Each slot machine	\$ 10
Each other type of game or device	\$ 50

These fixed gaming license fees are due and payable in advance for each preceding quarter on January 1, April 1, July 1, and October 1 of each year. New gaming licenses pay this fixed fee prorated to the end of the calendar quarter when applying for the gaming license.

The second fixed fee is based upon action taken by the Nevada State Legislature in 1991 to shift a portion of sales tax revenues from Washoe County to Clark County and a subsequent legislative actions enabling Washoe County to recoup the resulting revenue losses through additional fees in other areas. The resulting gaming license fee is commonly referred to as the “Chapter 491 Tax”. This second fixed fee is based on a complicated formula involving 1991 sales tax revenues, reported gaming revenues, and lost revenue resulting from the shift of sales tax revenue. This fee is established annually by the Washoe County Treasurer’s office and calculated for each gaming establishment based on information provided by the licensee. New gaming licenses do not pay this second fixed fee during the first calendar quarter of operation.

Business License staff computes both fees based on information provided by each gaming licensee and mails fee payment notices to each licensee. All gaming license fees are placed into the general funds of Washoe County or the City (depending on the gaming establishment’s location, see question G8). Please contact Business License offices at 775.328.3733 to determine the amount of gaming license fees owed at the end of each quarter.

G7. What happens if I am late with my gaming license fee payment?

All gaming license fees must be paid in advance of the start of each calendar quarter (January 1, April 1, July 1, and October 1). If payment is received in the Business License offices within 10 days after the start of the calendar quarter, then **no penalty charge** is

assessed. However, if payment is received between 10 days and 29 days after the start of the calendar quarter, then a **penalty charge of \$ 50 or 25% of the license fee**, whichever is greater, is assessed. The license fee and appropriate penalty charge must be paid in full before the license can be renewed.

Gaming license fees received by Business License staff 30 days or more after the start of the calendar quarter will not be accepted and the gaming license will be automatically revoked.

G8. My gaming establishment is within the City of Reno (or Sparks). Why do I have to obtain and pay for a Washoe County gaming license?

State law requires that all gaming establishments within a County, regardless of location, obtain a County gaming license. Washoe County gaming license fees received for establishments located within either City are distributed between the City (75%) and the County (25%). The County's fees are placed into the County's general fund and offset general services provided by Washoe County to County residents, such as social services and health. Gaming fees remitted to a City are deposited into that City's general fund.

G9. How do I contact the Nevada Gaming Commission for information on State of Nevada gaming licenses or gaming work permits?

The Nevada Gaming Commission's offices in Reno are located at 9790 Gateway Drive, Suite 100 in Reno with a phone number of 775.823-7200 for the Audit Division and 775.823-7250 for the Enforcement Division. The Gaming Control Board and Gaming Commission's website address is <https://gaming.nv.gov/index.aspx?page=1>.

I did not see my question, now what?

Please contact the Business License offices, Monday through Friday, 8:00 a.m. through 5:00 p.m. Pacific Time by e-mail at businesslicense@washoecounty.gov or by phone at 775.328.3733. We will be happy to help you.