

5 Step Business Licensing

WASHOE COUNTY BUSINESS LICENSE



COMMUNITY
SERVICES DEPARTMENT

Local and State Licenses Required

The primary purpose of local licensure is to ensure that the business is operating safely according to local code and professional standards; and, to ensure that the business location is within an area appropriate for that business type.

To reduce time obtaining state and local licenses connect with your local jurisdiction first. Check to ensure that the business is appropriate for the area, determine licensing requirements, review our checklist of support documentation, and obtain an application. Our five steps to business licensing outlines an efficient process developed by our professional licensing team.

A business license is likely required if...

- **Your business is in** unincorporated Washoe County.
- **Your business activity occurs physically** within unincorporated Washoe County.
- **Many public special or temporary events** in unincorporated Washoe County require a license.

Business License Common Mistakes to Avoid

Working with the wrong jurisdiction: Before you start the process to obtain your business licenses, make sure you know your **property APN, address, and jurisdiction**. Visit our EZ maps on www.washoecounty.gov/csd to confirm or call Washoe311 at 3-1-1 or 775-328-2003.

Saving local jurisdiction licensing for last: Local jurisdictions are responsible for determining the appropriateness of the business within their neighborhood (via zoning) and for ensuring that at least minimum public safety standards are incorporated into business operations. This process may run parallel to obtaining other documentation. To save time overall, connect with your local jurisdiction early in the licensing process.

Forgetting to establish a business name: Business owners must obtain a DBA (also called Fictitious Firm Name) if they plan on advertising as anything other than what is listed on their state business license. DBA is established with the Washoe County Clerk's office. Visit the [Washoe County Clerks Online Business Services](http://www.washoecounty.gov/csd) on washoecounty.gov for additional information or call 775.784.7287.

Incomplete applications and no copies of paperwork: The next step for our business license team when receiving incomplete applications is to respond with an email regarding missing items. Skip this time-consuming, unnecessary step by submitting complete applications.

WC Business License Team

Online Services at: OneNv.us

Visit **Business and Development** on www.washoecounty.gov/csd

Email: businesslicense@washoecounty.gov

Phone: 775.328.3733

In Person: 1001 E. 9th, Building A, Second Floor

www.washoecounty.gov/csd – P: 775.328.3733 – businesslicense@washoecounty.gov

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Unexpected obstacles and frustrating delays may be avoided in local business licensing. Our business license team outlined five steps for easier licensure, and it starts with your local government representative.

Research business location and possible local requirements

- 1** **Make certain** that the business location and/or the location you are conducting business is in unincorporated Washoe County and it is appropriate for the type of business. Zoning requirements may limit businesses entirely or additional approvals or improvements may be required. Ask Washoe County Planning and Building team first: planning@washoecounty.gov, [schedule an appointment](#) or leave a message at (775) 328-6100. In the communication, provide the property address and description of business.

Obtain local business license application.

- 2** **Obtain Information.** Washoe County [Business License online](#), email businesslicense@washoecounty.gov, or visit in person at 1001 E. 9th Street, Building A, Community Services Department, Reno.

Gather support documentation.

- 3** **Warning: Time intensive.** Obtain supporting documents from **federal, state, and regional agencies** Washoe County **Business License checklist** includes required documentation.

Submit application, documents, and fees.

- 4** **Submit Easily.** Completed application and all supporting documents are submitted to business license team. Visit www.washoecounty.gov/csd for a business license application and checklist of required documents. Submit and pay online at OneNV.us or visit www.washoecounty.gov/csd

Receive Official Washoe County License

- 5** **Delivered to your door.** Business Licenses are mailed to the applicant within five (5) working days of approval. Official Business License Certificates are not offered as an over-the-counter service. However, our business license team will send an email notifying you of license approval if you submit through OneNV.us.

*Make time for additional partnering agency approvals.

Commercial businesses with a store front and some services require additional approvals from partnering agencies. For example, public safety officials review evacuation exits and the health department will review food preparation and safety. Approval from partnering agencies is required prior to approval of a local business license. Please allocate time to submit, review and obtain agency approvals as necessary. For additional information please visit us online at www.washoecounty.gov/csd or email businesslicense@washoecounty.gov.



Business License Document Checklist

Washoe County Business License Application

- Washoe County Business License Application
Applications are available online through the Washoe County Business License website, businesslicense@washoecounty.gov, or in person at 1001 E. 9th Street, Building A, West End

Establish Business Name – If Applicable

- DBA Filing (if applicable)
[DBA](#) (Fictitious Firm Name) filing is completed with the Washoe County Clerk and necessary if you are advertising or using a name that is anything other than what is listed on your Nevada State Business License.

Obtain State of Nevada Registration, Taxation and Employer Documents (www.nvsilverflume.gov)

- Nevada State Business License / Business Registration – obtain through NVSilverFlume
- Articles of Incorporation (if applicable)
- List of Officers (if applicable)
- Proof of Registration with the Nevada Department of Taxation – obtain through NVSilverFlume or in person at their offices.
- [State Industrial Insurance Compliance Form \(D-25\)](#) (Required even if you do not have employees)
- Proof of applicable Federal and State Licenses, if applicable (ie. license from State Board of Medical Examiners prior to practicing medicine)

Home-Based Business Requirement

- Business operating from the home, which is located in unincorporated Washoe County, must also complete the "[Home-based Business Development Standards and Requirement](#)" forms.

Please help, business license application and all forms MUST be complete to apply for license.



Helpful Business Phone Contacts and Online Tools

Other Local Licensing Agencies

Carson City	775.887.2105
Churchill county	775.423.7627
City of Fallon	775.423.5104
Douglas County (Clerk)	775.782.9014
Lyon County	775.463.6591
City of Fernley	775.784.9830
City of Reno	775.334.2090
City of Sparks	775.353.2360
Storey County (Clerk)	775.847.0966

Local Reviewing Agencies

Air Quality Management	775.784.7200
Washoe County Building	775.328.2020
Environmental Health	775.328.2434
North Lake Tahoe Fire	775.831.0351
Truckee Meadows Fire	775.326.6000
Washoe County Planning (Zoning)	775.328.6100
Washoe County Clerk (DBA or Fictitious Firm Name)	775.784.7287

State of Nevada Agencies

Small Development Business Center, University of Nevada Reno	775.784.1717
Secretary of State	775.684.5708
Taxation	866.962.3707
Contractors Board	775.688.1141
Industrial Insurance	775.688.3750

Key Online Tools

www.OneNV.us

www.NVSilverFlume.gov

www.washoecounty.gov/csd