



Washoe County Business License Business License Fees

GENERAL BUSINESS LICENSE

General business license fees are collected only for those businesses conducting business in or within unincorporated Washoe County. All Washoe County general business licenses are valid for one year from the date of issue and are renewed annually. All annual business license fees include a \$2.75 Regional Technology Fee adopted by the Washoe County Board of County Commissioners on June 28, 2016 and effective on October 31, 2016.

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

| <u>Annual Gross Receipts</u> | <u>Fee</u> | <u>Annual Gross Receipts</u> | <u>Fee</u> |
|------------------------------|------------|------------------------------|------------|
| \$25,000 and under | \$ 57.75 | \$500,001 to \$1,000,000 | \$347.75 |
| \$25,001 to \$50,000 | \$ 67.75 | \$1,000,001 to \$2,500,000 | \$602.75 |
| \$50,001 to \$100,000 | \$117.75 | \$2,500,001 to \$5,000,000 | \$632.75 |
| \$100,001 to \$300,000 | \$142.75 | \$5,000,001 or more | \$657.75 |
| \$300,001 to \$500,000 | \$237.75 | | |

Rental, lease, sub-lease renewal fees:

Any business renting, leasing, or sub-leasing any commercial or industrial property, or 3 or more residential units on one parcel, pays the \$77.75 fee for their first year of operation. Thereafter:

| <u>Annual Gross Receipts</u> | <u>Fee</u> |
|------------------------------|--------------------|
| \$100,000 or less | \$57.75 |
| \$100,001 or greater | See above schedule |

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.

PENALTIES

The penalty for a business that commences operation prior to being issued a license is \$77.75.

All licenses must be paid prior to the expiration date of the license. Penalties will be assessed for those payments received by Business License after the license expiration date.

| <u>Payment Received</u> | <u>Penalty</u> |
|-------------------------|------------------------------------|
| Within 30 days | No penalties |
| 30-60 days | 25% of license fee |
| 60-90 days | 50% of license fee |
| After 90 days | License is automatically cancelled |

There is no grace period for renewing a business license. A postmark is not recognized as meeting the receipt requirement.

LOCATION/NAME CHANGE/TRANSFERS

Business licenses are **not** transferable when the ownership of the business changes to a new owner. Business licenses are also issued to a specific location. A new application must be submitted for a change in ownership or a change in location (to include adding new business locations).

The following business changes require a \$20.00 fee:

1. Change of location
2. Change of business name
3. Change of owner's names
4. Change in number of partners

BACKGROUND INVESTIGATIONS

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

- Adult characterized businesses.
- Locksmith or safe mechanic (obtain a work permit) business.
- Massage business.
- Outdoor festival or outdoor community event.
- Pawnbroker or second hand store business.
- Peddler, solicitor, or traveling merchant (obtain a work permit).

Additionally, some business types require the applicant to obtain a registration card from the Sheriff's Office before conducting the business. These types include:

- Solicitor for a charitable organization.
- Conducting a flea market.
- Operating a carnival, circus, tent show or theme park.

Fees are charged by the Sheriff's Office for both fingerprint impressions and registration cards. Contact the Sheriff's Office at 775.328-3032 for information on the fees.

SPECIAL BUSINESS TYPES AND FEES

ANIMAL SHOWS

All licenses issued for animal shows consisting of exhibitions of domestic or large animals are valid for a period of seven consecutive days (maximum). The license fee is \$65.

CHRISTMAS TREE SALES

All licenses issued for Christmas tree sales are valid between Thanksgiving Day and December 31 and the fee is \$65.

DISTRESSED MERCHANDISE SALES

All licenses issued for distressed merchandise sales are valid for a period of 90 days or less. The license fee is \$65.

GARAGE AND/OR YARD SALES

All licenses issued for garage and/or yard sales are valid for a period of no more than 31 days in a calendar year. The license fee is \$65.

MASSAGE

Massage businesses pay the the \$77.75 fee for their first year of operation, and thereafter pay the fee based on annual gross receipts using the general business license fee schedule. Outcall massage businesses pay the same fees as massage businesses and the owner must possess a valid Nevada State Massage Therapist License if performing the massage services. Applicants require a criminal history background investigation.

MEDICAL MARIJUANA ESTABLISHMENTS

Medical marijuana establishments must obtain a Washoe County medical marijuana establishment business license and pay the appropriate general business license fee (see page 1). Any property owner who is not the business license applicant must undergo a criminal history inquiry (see page 2). Property owners include each owner, partner, officer or director having ownership of the property. All agents, employeesof, and volunteers working at a licensed medical marijuana establishment must possess a valid and current registration card from the Sheriff's Office (see page 2).

Medical marijuana establishments must maintain a current and valid State of Nevada medical marijuana establishment registration certificate.

MOTION PICTURE & TELEVISION PRODUCTION

All licenses are issued for duration of the event. An investigation fee, financial assurances and/or hold harmless agreements may be required. There is no fee for this license.

PUMPKIN PATCHES

All licenses issued for pumpkin patches are valid from October 1 to November 5. The license fee is \$65.

SEASONAL FIREWOOD SALES

All licenses issued for seasonal firewood sales are valid for 90 days between September 1 and March 31. The license fee is \$65.

SOLICITATION BY A CHARITABLE ORGANIZATION

All licenses issued for solicitation by a charitable organization are valid for a maximum of 90 consecutive days. The license fee is \$75. Applicants require a registration card (see page 2).

SPECIAL EVENTS

Special events cover a wide range of events, sales and services. All special events may also be charged additional booth fees, if applicable, based on the following fee schedule:

| <u>BOOTH FEES:</u> | | |
|-----------------------------------------------------------------------------|--------|----------|
| 1-4 | booths | \$ 25.00 |
| 5-9 | booths | 50.00 |
| 10-19 | booths | 100.00 |
| 20-29 | booths | 150.00 |
| 30-39 | booths | 200.00 |
| 40-49 | booths | 250.00 |
| 50-59 | booths | 300.00 |
| 60-69 | booths | 350.00 |
| 70-79 | booths | 400.00 |
| 80-89 | booths | 450.00 |
| 90-100 | booths | 500.00 |
| More than 100 booths, \$500.00 plus \$5.00 for each booth in excess of 100. | | |

FLEA MARKETS AND/OR FARMER'S MARKETS

Licenses for flea markets and/or farmer's markets are valid for a maximum of 31 days in a calendar year. The license fee is \$65 and additional booth fees will be charged if appropriate. Flea Market applicants will be required to obtain a registration card (see page 2).

OUTDOOR FESTIVAL

An outdoor festival license is for any event with 1,000 or more people on any one day of the event. An outdoor festival license is not required if the event is to be conducted inside a permanent building or permanent installation constructed to accommodate the number of people. An outdoor festival license is valid for the duration of the event. There is a \$1,000 non-refundable application fee, plus an event fee of \$350 per day. Additional booth fees will be charged if appropriate. Applicants require a criminal history background investigation (see page 2).

OUTDOOR COMMUNITY EVENT

An outdoor community event license is for any event with more than 100 and less than 1,000 people on any one day of the event. An outdoor community event license is not required if the event is to be conducted inside a permanent building or permanent installation constructed to accommodate the number of people. An outdoor community event license is valid for the duration of the event. There is a \$50 non-refundable application fee, plus an event fee of \$350 per day. Additional booth fees will be charged if appropriate. Applicants require a criminal history background investigation (see page 2).

SPECIAL (TEMPORARY) EVENT

A special event license is valid for a period of no more than 31 days in a calendar year. A special event license is for any event with 100 or fewer people on any one day of the event. The license fee is \$65. Additional booth fees will be charged if appropriate.

TENT SHOWS, CARNIVALS OR CIRCUSES

Licenses for tent shows, carnivals or circuses are valid for the duration of the event. The license fee is based on the number of participants and spectators at the event and will be \$1,000 or \$65 or \$50, plus an event fee of \$300 per day. The maximum event fee collected will be \$4,200. Additional booth fees will be charged if appropriate. Event workers will be required to obtain registration cards (see page 2).

THEME PARKS OR PERMANENT EXHIBITIONS

Licenses for theme parks or permanent exhibitions are valid for the duration of the event. The daily license fee is \$100 to a maximum total fee of \$1,400. Additional booth fees will be charged if appropriate. Applicants will be required to obtain a registration card (see page 2).