



GENERAL AND
HOME- BASED
BUSINESS LICENSE
APPLICATION

1001 E. 9TH ST. BLDG A
PO BOX 11130
RENO, NEVADA 89520
(775) 328-3733
www.washoecounty.us

WASHOE COUNTY BUSINESS LICENSE REQUIREMENTS

Washoe County Business License needs to have the following items completed and returned with the fee.

1. **BUSINESS LICENSE APPLICATION.** Please complete this form in its entirety.
2. **SITE PLAN.** Any general, non home-based business located in the unincorporated areas of Washoe County needs to provide a site plan showing the size and location of existing signs and structures on the location to be used.
3. **NEVADA STATE TAXATION.** You will need to provide a letter of clearance, stamp, email, or bill from the Nevada Department of Taxation. The Nevada Department of Taxation is located at 4600 Kietzke Ln., Building "L" #235, Reno, Nevada. Their phone number is (775) 687-9999 and their website is <http://tax.state.nv.us/>.
4. **STATE BUSINESS LICENSE.** All applicants need to register with the Nevada Secretary of State's for the state business license. Their applications are online at www.nvsos.gov. You may register with them online, by mail or in person at their office located at 202 North Carson Street in Carson City. Their phone number is (775) 684-5708.
5. **STATE INDUSTRIAL INSURANCE.** The applicant needs to complete a Nevada Industrial Insurance affirmation of compliance letter, even if you have no employees. If you have employees and have questions, you will need to speak to the Nevada Industrial Insurance at 400 W. King St. #400, Carson City, Nevada or at (775) 684-7270.
6. **CORPORATION STATUS.** If your business is a corporation, you must register your corporation with the Nevada Secretary of State's Office and provide a copy of the articles of incorporation or corporate seal with your application to Washoe County. For corporation information call (775) 684-5708 or visit the Secretary of State's offices at 202 North Carson Street in Carson City. Their website is www.nvsos.gov.
7. **FICTITIOUS NAME.** If your business is utilizing a fictitious firm name (DBA), it must be registered with the Washoe County Clerk's Office for businesses located in Washoe County. You need to provide a copy of your fictitious name with your application. The Washoe County Clerk's Office is at 75 Court St., Reno, Nevada or at (775) 328-3270.
8. **STORMWATER DISCHARGE PERMITS.** Certain types of commercial and industrial businesses are required to obtain a stormwater permit from the Nevada Division of Environmental Protection (NDEP). All applicants are encouraged to contact NDEP at (775) 687-9417 to determine if the proposed business activity requires a stormwater permit.
9. **APPROVALS AND AGENCY SIGN-OFFS.** Business License will provide you with information regarding certain federal, state, county, and city requirements. However, this service is informational and should not be construed as a final or complete interpretation of legal requirements, which must be obtained from the appropriate agency. The applicant will be directed to all applicable agencies for final approval. These agencies may charge fees for any inspections to be made.
10. **FEES.** The first year fee for a new business is \$75.00. Checks are made payable to Washoe County Business License.
11. **MULTI-JURISDICTIONAL FEES.** If you are applying for a multi-jurisdictional license, the fees for Reno and Sparks are: \$84.00 for Reno and \$105.00 for Sparks. Please include those amounts with the \$75.00 Washoe County fee for the licenses that you are applying for.



1 E. 1st St – 2nd Floor
 PO Box 1900
 Reno, NV 89505
 775-334-2090
www.reno.gov



431 Prater Way
 PO Box 857
 Sparks, NV 89432
 775-353-2360
www.cityofsparks.us



1001 E. 9th St. – Bldg A
 PO Box 11130
 Reno, NV 89520
 (775) 328-3733
www.washoecounty.us

I am applying for licensure in - City of Reno ____ City of Sparks ____ Washoe County ____

Note to license applicant: Licensure by one jurisdiction does not guarantee a license with another jurisdiction. (Copies Accepted)

BUSINESS LICENSE APPLICATION

Number of Personnel

Full Time _____

Part Time _____

Please type or print in black or blue ink only.

01) Corporate Name/Business Name: _____

02) Doing Business in Nevada as (DBA): _____ 03) Start Date: _____

04) Business Location (no PO Boxes): _____ Suite #: _____ 05) Federal Tax ID # (EIN): _____

06) City: _____ 07) State: _____ 08) Zip Code: _____ 09) Bus. Phone: _____

10) Mailing Address: _____ 11) Bus. Fax: _____

12) City: _____ 13) State: _____ 14) Zip Code: _____ 15) E-mail: _____

16) Business Entity Type: Sole Proprietor Corporation Partnership LLC Association 17) Professional License #: _____

18) Describe the nature of business to be conducted (be specific and complete):

19) Location of Rentals: _____ 20) Number of Rental Units: _____ 21) First Year's Estimated Gross Receipts (Reno only): _____

List Individual Licensee

22) Licensee: _____ 23) Title: _____ 24) Phone: _____

25) Home Address: _____ 26) Alt Phone: _____

27) City: _____ 28) State: _____ 29) Zip Code: _____ 30) DOB: _____

List Individuals with Interest or Ownership in the Business

31) Full Name	Title	Address	DOB

Emergency Contact/Local Contact Information

32) Name: _____ 33) Phone: _____

Official Use Only

34) If this applying individual, or any member of this applying firm, has been convicted in this state, or elsewhere, within the past ten years of any offense, not including minor traffic offenses, please state the offense or offenses, the year of conviction, and the punishments assessed therefore.

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Home Based |
| <input type="checkbox"/> Not in City | <input type="checkbox"/> Admin Office |
| <input type="checkbox"/> Shared Space/Booth Rental | <input type="checkbox"/> Non-Profit |

Total Amount Paid _____

Date Paid _____

Receipt # _____

Sewer Account # _____

Parcel # _____

License # _____

Activity Type _____

Effective Date _____

Expiration Date _____

I, THE UNDERSIGNED, UNDERSTAND THAT: (1) IT IS UNLAWFUL FOR ANY PERSON TO TRANSACT OR CONDUCT ANY BUSINESS WITHOUT FIRST HAVING OBTAINED A BUSINESS LICENSE; (2) THIS DOCUMENT IS AN APPLICATION ONLY AND CERTAIN CONDITIONS MUST BE MET BEFORE A BUSINESS LICENSE WILL BE ISSUED TO ME; (3) I CERTIFY THE INFORMATION SUBMITTED ON AND WITH THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

35) Licensee Signature: _____ 36) Title: _____ 37) Date: _____

Health Recommendation	Other Recommendation	Planning Recommendation

INSTRUCTIONS

The provisions of Chapter 616A to D, inclusive, of the Nevada Revised Statutes require every person, firm, voluntary association, and private corporation, including any public service corporation, which has any person, subcontractor, or independent contractor, under contract of hire, to obtain industrial insurance coverage in Nevada or obtain a certificate of self-insurance from the Nevada Commissioner of Insurance. **Subcontractors and independent contractors engaged in the same trade, business, profession or occupation as the hiring person or business, are by law considered to be employees.** One exception to the requirement for industrial insurance is if you or your business hires no employees, subcontractors or independent contractors. You are not required to obtain industrial insurance coverage for the following employees: theatrical or stage performers; casual musicians; household domestics, farm, dairy, agricultural or horticultural laborers, or persons engaged in stock or poultry raising; voluntary ski patrolmen; real estate brokers and/or salesmen; direct sellers; or clergy. Businesses, which elect to obtain industrial insurance coverage for such persons, gain valuable rights and significantly reduce liabilities for injuries to these persons. **A business which hires persons who are exempt from the provisions of Chapter 616A to 617, inclusive, of the Nevada Revised Statutes may be held liable in tort for injuries to those persons.** A business, which hires exempt persons, may elect to obtain industrial insurance, including sole proprietor coverage and partnerships.

IMPORTANT NOTICE: Pursuant to the provisions of NRS 616D.200(1): Any employer within the provisions of NRS 616B.633 who fails to provide, secure or maintain compensation as required by the terms of this chapter, is: (a) for the first offense, guilty of a **misdemeanor** and (b) for a second or subsequent offense committed within 7 years after the previous offense, guilty of a **category D felony**.

Definitions for Purposes of this Affirmation:

“Applicant” is the person executing this document

“Business Name” is the name under which the business will operate, including the identification of any other names under which the entity will do business.

“Corporation” is a business which is incorporated in the state of Nevada or in any other state, and which is recognized as an active corporation by the Secretary of State for the State of Nevada.

“Type of Business” means the nature of the business...

“Individual” is a person who operates a business which hires no employees, subcontractors, or independent contractors.

“Partnership” is a business, which is owned and operated by two or more individuals who share ownership rights to the net profits of the business and who share in all the liabilities of that business. A limited partnership is included in the term partnership if the limited partners are investors only, and do not perform services for the business.

“Principal Owner” is the owner, sole operator, designated general partner, or resident agent for the corporation.

“Sole Proprietor” is a self-employed owner of an unincorporated business and includes working partners and members of working associations, which may or may not hire employees.