



GENERAL AND
HOME- BASED
BUSINESS LICENSE
APPLICATION

1001 E. 9TH ST. BLDG A
RENO, NEVADA 89512

(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. **BUSINESS NAME DOCUMENTATION.**
 - a. 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.
 - b. 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 1001 E. 9th St. Bldg A – 1st Floor, Reno, Nevada or at (775) 784-7287.
3. **STATE BUSINESS REGISTRATION.** You must register with the Nevada Secretary of State's for the Nevada State business registration. You may register online at www.nvsilverflume.gov. You may also register with them in person at their office located at 202 North Carson Street in Carson City. Their phone number is (775) 684-5708. Proof of registration must be submitted with your application.
4. **NEVADA STATE TAXATION.** You must register with the Nevada Department of Taxation. You may complete the sales and use tax permit registration online at www.nvsilverflume.gov. You may also register within them in person at their office located at 4600 Kietzke Lane, Building "L", Suite 235 in Reno. Their phone number is (1) (866) 962-3707. Proof of registration (clearance letter, stamp, email, or bill) must be submitted with your application.
5. **STATE INDUSTRIAL INSURANCE.** You are required to complete a Nevada Industrial Insurance affirmation of compliance letter, even if you have no employees. You may obtain an affidavit of compliance online at www.nvsilverflume.gov. You may also complete the Nevada State Industrial Insurance Compliance form included with this application packet. If you have employees and have questions, you will need to speak to the Nevada Industrial Insurance at 400 W. King Street, Suite 400 in Carson City or at (775) 684-7260. You must submit either the affidavit of compliance or the completed compliance form with your application.
6. **STORMWATER DISCHARGE PERMITS.** Certain types of commercial and industrial businesses are required to obtain a stormwater discharge 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 discharge permit.
7. **FEDERAL OR STATE LICENSES.** Please provide proof of any required federal or state licenses with your application.
8. **SITE PLAN.** Any general, non home-based business located in the unincorporated areas of Washoe County must provide a site plan showing the size and location of existing signs and structures on the location to be used.
9. **APPROVALS AND AGENCY SIGN-OFFS.** Business License staff may provide you with a sign-off form and 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. You will be directed to all applicable agencies for final approval. These agencies may charge fees for any inspections to be made. You must obtain agency approval on the sign off form **before** your license can be issued.
10. **FEES.** The first year fee for a new business is \$77.75. Checks are made payable to Washoe County Business License.



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
 Attn: Business License
 Reno, NV 89512
 (775) 328-3733
 www.onenv.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 jurisdictions. (Copies Accepted)

BUSINESS LICENSE APPLICATION

Number of Personnel if applying in City of Sparks

Please type or print in black or blue ink only.

Full Time _____
 Part Time _____

01) Corporate Name/Business Name: _____

02) Doing Business in Nevada as (DBA): _____ 03) Reno 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 Name: _____ 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) Has any 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?
Yes No If yes, please state the offense(s), the year of conviction(s), and the punishment 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

Form instruction and general information:

1. The top section will be completed with information about the business and ownership.
2. The middle section consists of three boxes. Only one box must be checked. Check the first box, if the business has obtained workers' compensation insurance. Please provide the insurance policy effective date and policy number where indicated. Check the second box, if the business meets one of the statutory exemptions or the business has no employees nor hires any contractors/sub-contractors. Check the third box, if the business is self-insured with a valid certificate of insurance. Please provide the self-insured policy effective date and certificate number where indicated.
3. The next to bottom section please check the appropriate box indicating the license application type. Provide applicant information as indicated.
4. The bottom section contains two signature lines. Only one applicant signature and date will be provided. If the form is executed in Nevada, applicant will sign and date the first line. If the form is executed outside of Nevada, applicant will sign and date the second line.

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 patrolman; 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.

A Type of Business@ means the nature of 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.



WASHOE COUNTY HOME-BASED BUSINESS Development Requirements and Standards

Development requirements. All home-based businesses shall comply with the following provisions. If more than one home-based business is licensed at a single address, the following requirements apply to the combination of all home-based businesses licensed at that address.

Dwelling unit. The property proposed to support the home-based business shall contain a minimum of one dwelling unit.

Appearance. The appearance of the structure shall not be altered, nor shall the business within the dwelling be conducted, in a manner which would cause the premises to differ from its residential character whether by the use of colors, materials, or construction.

Hazards and nuisances. The home-based business shall not create or cause dust, vibration, gas, fumes, toxic or hazardous materials, smoke, electrical interference or other hazards or nuisances either on or off the premises. Noise and light will comply with the provisions of Article 414, *Noise and Lighting Standards*, of Washoe County Code Chapter 110.

Occupancy group. The home-based business shall not result in any change in the occupancy group of the structure as defined by the uniform building code.

Fire safety. Activities conducted and equipment or material used or stored shall not adversely change the fire rating of the premises.

Compliance with other license and code requirements. The home-based business shall be in full compliance with all other licensing requirements in the business license ordinance and all other applicable federal, state, and county regulations. The license division may require inspections by other agencies to determine compliance with this subsection. Such inspections may include, but are not limited to, building, fire, health, public works, sewage disposal, sheriff/police, water, and/or zoning.

Development standards. All home-based businesses shall comply with the following provisions, unless modified by the Washoe County Commission in accordance with Washoe County Code section 25.4426. If more than one home-based business is licensed at a single address, the following standards apply to the combination of all home-based businesses licensed at that address.

Location and size. The use of the dwelling for the home-based business shall be clearly incidental and subordinate to its use for residential purposes. The home-based business may be conducted in the principal dwelling or permitted detached accessory structure associated with a residential use provided that the business area does not exceed 33 percent of the gross floor area of the principal dwelling. When conducted in a garage, the home-based business shall not eliminate the use of the garage as a parking space for a car.

Storage. There shall be no outdoor storage of materials, equipment, supplies, or solid waste used or associated with the home-based business nor shall goods or merchandise be displayed in a manner so they are visible from outside the dwelling.

Traffic. The home-based business use is limited to only one employee vehicle, either on the property or on the residential street in front of the property. In order to protect the visual aspects of the residential neighborhood, no more than two parking spaces can be created for off-street parking relative to the home-based business. Any need for parking generated by the home-based business use shall be met off the street and other than in a required front yard.

Truck deliveries. Truck deliveries to a licensed home-based business in residential neighborhoods shall be limited to: a) daily delivery by federal or private mail and express package delivery service, and b) two deliveries of products or materials per week by vehicles with no more than two axles and not in excess of 16,000 pounds gross unladen weight. Deliveries shall be permitted between sunrise and sunset.

Business vehicle. The vehicle used for the home-based business may involve one vehicle for delivery of materials to or from the property, not to exceed 8,000 pounds gross unladen weight and no larger than two axles. A single vehicle limousine service is permitted. A single accessory utility trailer up to 24 feet in length is permitted, provided it is parked off the street, regularly used off-site in the conduct of the home-based business, and not used solely for storage or advertising.

Employees. Employees shall be limited to those persons who reside at the property and one non-resident assistant or employee. Off-site employees are permitted so long as they do not report for work at the property.

Visitors and customers. Visitors and customers shall not exceed three business related visitors/customers per day or present at any one time. If the home-based business is the type in which classes are held or instruction given, the director of community development may approve up to six students to be present at any one time if (s)he finds that the additional students will not generate additional motor vehicular traffic, or noise or vibrations emanating from the premises.

On-site sale of services and/or merchandise. There shall be no sale of services and/or merchandise to customers on the property except artist's originals, services or merchandise individually made to order on the premises.

Off-site sale of services and/or merchandise. Merchandise and/or services which are not "artist's originals" or "individual made to order" may be constructed on-site. The sale of this merchandise may only transpire at an off-site location.

Advertising. There shall be no public advertising which calls attention to the fact that the dwelling is being used for business purposes, except when required by the State of Nevada. Telephone listings, or any other advertising of the business, shall not include the dwelling address. The name, telephone and purpose of the home-based business may be advertised on not more than one vehicle which is operated by the resident or residents of the dwelling in conjunction with the business. The home address may appear on business cards, letterhead and invoices when the home address is also the business address.

Annual inspection. All home-based businesses may be required to submit to an annual inspection by relevant county officials for safety and compliance purposes.

Types of businesses not allowed. Automotive and equipment use types, as defined by section 110.304.25(d) of county code; commercial preparation of food except as authorized in NRS 446 and/or the Washoe County Health District for cottage food operations; business related to or involving explosives; beauty parlors; barber shops; liquor sales or distribution; undertaking and funeral parlors; medical and dental clinics, hospitals; adult characterized businesses, as defined by section 25.047; and, ambulance or related emergency services are prohibited.

I agree to comply with the above requirements and standards. I agree to comply with the home-based business development requirements and standards in effect upon renewal of my home-based business license. I realize that failure to comply may result in the suspension or revocation of my home-based business license, and/or administrative enforcement or criminal prosecution.

Business Name

Signature

Date



WASHOE COUNTY
HOME-BASED BUSINESS LICENSE APPLICATION
Supplemental Information

Name of Business: _____

Business Address: _____

Business Phone Number: _____ Contact Phone Number: _____

NOTE: The home-based business development requirements and standards regulate all home-based businesses in Washoe County. Please read those requirements and standards carefully. You will be required to agree that you will comply with those requirements and standards. **Your responses on this supplemental information sheet must comply with those requirements and standards.**

Total Square Feet of Home: _____ Total Square Footage Used for Business: _____

NOTE: If the business square footage exceeds 10% of the total square footage of the home, you will need approval from the Building and Safety Division and the appropriate Fire District (to ensure your business does not change the occupancy group or fire rating of your home or structure).

Description of Business Activities (list type of work performed or product being sold): _____

Type and amounts of inventory and where inventory is being stored: _____

List any equipment, including vehicles, used for the business and stored at this address: _____

List type and amounts of chemicals that are going to be used for the business: _____

Anticipated business deliveries to the home: _____ per day/per week/per month (circle one)

Number of employees reporting to the home (do not include yourself): _____

Number of customer visits per day to the home: _____

I ATTEST THAT MY RESPONSES TO THESE QUESTIONS ARE TRUE AND ACCURATE. I UNDERSTAND THAT THIS BUSINESS IS SUBJECT TO INSPECTIONS AND SHALL BE REQUIRED TO COMPLY WITH ADOPTED CODES AND ORDINANCES, TO INCLUDE THE HOME-BASED BUSINESS DEVELOPMENT REQUIREMENTS AND STANDARDS.

Print Name

Signature

Date