



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).

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 business license from the State of Nevada, 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 Development Division at 775.328.6100 with your street address and/or Assessor's Parcel Number. Planning and Development Division staff will help you determine the jurisdiction within which your address lies.

You can obtain your Assessor's Parcel Number 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 Quick Map. The web address is <http://wcgisweb.washoecounty.us/QuickMap/>. Type your address in the ""Enter

Address” field and then click on the “Search” button. Your property information will appear on the left 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 Chapter 55 of this 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, lawn mowing).
- Parades or processions (although these activities do require a permit through the Washoe County Sheriff’s Office).

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 in two or three jurisdictions, you may be able to use the multi-jurisdictional business license process to visit one jurisdiction and make application for

licenses in the other two jurisdictions. Please read the section entitled *Multi-Jurisdictional Business License Process*.

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 with a phone number of 775.334.2090. Their e-mail contact is at BusinessLic@reno.gov and their website address is <http://www.reno.gov/Index.aspx?page=502>.

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 775.353.2360. Their e-mail contact is at business@cityofsparks.us and their business license website address is <http://cityofsparks.us/departments/city-manager/revenue/doing-business-sparks>.

All three jurisdictions share a common business license application form. 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 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:

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
\$ 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). All annual business license fees include a \$2.75 Regional Technology Fee adopted by the Washoe County Board of County Commissioners.

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)
Events	
Outdoor Festival (1,000 or more on any one day)	\$ 1,000 nonrefundable application fee (plus \$ 350/day and booth fees)
Outdoor Community Event (101 to 999 on any one day)	\$ 50 nonrefundable application fee (plus \$ 350/day and booth fees)
Special (temporary) event (100 or less on any one day)	\$ 65 (limited to 31 days in a calendar year) plus booth fees
Tent shows, carnivals or circuses	\$ 1,000 or \$ 65 or \$ 50 (number of persons) (plus \$ 300/day; \$4,200 maximum and booth fees)
Theme parks or permanent exhibitions	\$100/day (\$1,400 maximum) and booth fees

Special Business Type (ctd.)	Business License Fee
Special/temporary events (continued)	
Booth fees (if applicable)	
Booth fees	Range from \$25 to \$500+ depending on the number of booths

8. Where can I apply for my business license?

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)
775.328.3733

9. How can I pay for my business license?

Business license fees may be paid for by cash (exact change is appreciated), check (personal or business) or credit card (except American Express) at the Business License office front counter (1001 East Ninth Street). The Business License office cannot accept debit cards. Fees sent through the U.S. Postal Service (mailed) should be paid by check.

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

No, however you can complete the application on-line (fill in the required blank areas) and print the form on a printer attached to your computer. The Business License home page can be found at http://www.washoecounty.us/comdev/business_license.htm. From the home page, links are available to a variety of information and application forms.

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. 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 one full-time business license clerk and printing costs for licenses and license renewals. Indirect costs include the upkeep and maintenance of the County’s permit and license program/database, agency review of business license applications, and salaries for staff to cover business license operations when the assigned clerk is busy, ill or on vacation.

12. How long is a license good for?

All Washoe County business licenses, except for liquor and gaming licenses and certain special business types, are valid for one year from the date of issue and are renewed

annually. Liquor and gaming licenses are valid for three months and are renewed quarterly (based on calendar quarters). 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 by 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 late payment is received in the Business License offices within 30 days after the expiration date of the license, then **no penalty fee** is assessed. If late payment is received after 31 days, but within 60 days after the license's expiration date, then a **25% penalty fee** is assessed. If late payment is received after 61 days, but within 90 days after the license's expiration date, then a **50% penalty fee** is assessed. Penalty fees 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 fee 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.

15. Are there restrictions on where I do business?

Yes. Every business 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 Development Division **before signing** any lease or rental agreement. Planning and Development 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.

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.

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. The on-line State business license registration allows you to apply for and to obtain the Nevada State Sales Tax Permit. The web site may be found at www.nvsilverflume.gov.

You will need to include a copy of the Department of Taxation's letter of clearance, stamp, e-mail or bill with your business license application.

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

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 Department's website address is <http://dirweb.state.nv.us/wcs/wcs.htm> and the required form (Division form D-25) may be downloaded at <http://dirweb.state.nv.us/Forms/d25.pdf>.
- Through the Nevada Secretary of State's SilverFlume web site. The on-line State business license registration allows you to complete the affirmation of compliance form. The web site may be found at www.nvsilverflume.gov.

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 a copy of the Nevada Division of Industrial Relations affirmation of compliance with your business license application.

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.

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).

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 775.784.7260 and more information is available through their website at www/clarke/business_services.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 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 Health Division. More information is available at www.health.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.state.nv.us/index.htm>. 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 www.dcfs.state.nv.us/DSFS_ChildCare.htm. The County license is regulated by the Washoe County Department of Social Services; more information is

available at http://www.washoecounty.us/socsv/socsv_child_childcare_licrequirements.html.

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 residential neighborhood. The Washoe County Business License Ordinance (Washoe County Code Chapter 25) contains specific restrictions on the type of businesses and activities that qualify as a home-based business. The regulations also contain a list of standards which must be followed by all home-based businesses. 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 types of businesses may be listed on one business license at a single business location. The fees are the same for a business license with one business at a location or multiple businesses at a location. It is important that you list all of the businesses 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 generally 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.

If you received your license through the multi-jurisdictional business license process, contact your home jurisdiction (wherein your business office will be located) to process the changes to your business license. The home jurisdiction will notify the other jurisdictions when your location change is approved.

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. An administrative fee of \$20 is charged for a business name change.

If you received your license through the multi-jurisdictional business license process, contact your home jurisdiction (wherein your business office is located) to process the changes to your business license. The home jurisdiction will notify the other jurisdictions when your business name change is approved.

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 www.nvsos.gov. 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). An administrative fee of \$20 is charged for such a change.

If you received your license through the multi-jurisdictional business license process, contact your home jurisdiction (wherein your business office is located) to process the changes to your business license. The home jurisdiction will notify the other jurisdictions when your business partner(s) change is approved.

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 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 775.784.7260 and more information is available through their website at www/clerks/business_services.php. You must have a copy of this certificate 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.

If you received your license through the multi-jurisdictional business license process, contact your home jurisdiction (wherein your business office is located) to cancel your business license. The home jurisdiction will notify the other jurisdictions of your 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 background investigation (see item a below), others require a registration card (see item b below), and medical marijuana establishments are a unique business type (see item c below).

a). Some business types require that a criminal history background 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.
- Importer or wholesaler of intoxicating liquors business.
- 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 (obtain a work permit).
- Massage business.
- Outdoor festival or outdoor community event.
- Pawnbroker or second hand store business.
- Peddler, solicitor, or traveling merchant (obtain a work permit).

The applicant must pay any inquiry fees directly to the Sheriff's Office. The Sheriff's Office will submit the fingerprints 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 mailed to the applicant upon completion of the Sheriff's inquiry.

Contact the Sheriff's Office at 775.328.3032 for information on criminal history background inquiries.

- b) Some business types require the applicant to obtain a registration card from the Sheriff's Office before conducting the business. A registration card involves a local police records check and also provides a form of photographic identification. Such records checks usually do not take as long as the fingerprint inquiries. The businesses requiring a registration card include:

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

Contact the Sheriff's Office at 775.328.3032 for information on registration cards.

- c) Medical marijuana establishment applicants must provide copy of their valid provisional registration certificate, and certain information from their State application issued by the Nevada State Division of Public and Behavioral Health of the Department of Health and Human Services. 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).

The applicant must also obtain a validated air quality control plan and an industrial waste permit from the Washoe County Health District before the business license can be issued. All agents, employees and volunteers working at a medical marijuana establishment are required to obtain a registration card from the Sheriff's Office.

Contact the Sheriff's Office at 775.328.3032 for information on criminal history background inquiries and registration cards. Read the section on medical marijuana establishments in this document for more information.

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 State of Nevada 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 Department's website address is <http://dirweb.state.nv.us/wcs/wcs.htm>.

31. Do employees of some businesses require a work card before they can work?

Yes, but only before the employee can work in certain business activities. The work card is more properly called a work permit and is issued by the Sheriff's Office. Some business types require that employees possess a valid work permit before working at the business. Work permits are valid for five years and must be renewed in a timely fashion. The Sheriff's Office collects all fees associated with work permits. The business types requiring employees to have a valid work permit include:

- Adult characterized business employee.
- Gaming security guard.
- Intoxicating liquor business employee or independent contractor.
- Private Investigator employee.
- Pawnbroker employee.
- Peddler, solicitor, or traveling merchant.
- Private security guard.

Contact the Washoe County Business License office at 775.328.3733 for more information on which businesses require employee work permits. Contact the Sheriff's Office at 775.328.3032 for information on work permits.

32. 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 background 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. 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.

33. 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 license 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.

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

Yes. You must obtain a Nevada State Board of Massage Therapist License. The Nevada State Board of Massage Therapists can be reached on-line at www.massagetherapy.nv.gov. Their 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.

35. 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 9670 Gateway Drive, Suite 100 with a phone number of 775.688.1141.

36. 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 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. 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 Reno (Sparks) office is located at 405 South 21st Street in Sparks with a phone number of 775.353.3600.

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 and Development Division planning 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.

37. 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.

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

You may phone your complaint to code compliance staff at 775.328.6106. Please provide the following information:

- Your name, address, and phone number (so we may get back with you on the status of the investigation on your complaint);
- The address of the violation;
- The violator's or business name, if known;
- Basis of complaint (type of violations); and,
- Any further details you believe will aid us in our investigation. 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.

Complainant information is available as a public record and will be released pursuant to a public records request. You may file an anonymous complaint; however, code compliance staff will then be unable to contact you for more information concerning your complaint and will also not be able to update you on the status of their investigation.

You may also e-mail your complaint, with the information outlined above, to the following e-mail address:

- rschebler@washoecounty.us.

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 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.

39. 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.

Multi-Jurisdictional Business License Process

MJ1. What is a multi-jurisdictional business license?

The multi-jurisdictional license is actually a *process* to make it easier for a business owner to license business operations in more than one jurisdiction. If you intend to conduct your business, or offer your business services, within Reno, Sparks and/or Washoe County, you will need a separate business license for each jurisdiction.

The multi-jurisdictional business license process enables you to visit your home jurisdiction with all required business license application forms and pay a combined multi-jurisdictional license fee. Your home jurisdiction is determined by the location of your business office. For example, if your business office is or will be located in the unincorporated County, then your home jurisdiction is Washoe County. The home jurisdiction may have additional inspection and/or reviewing fees which will be collected as part of the application process.

Your license application will be reviewed and approved by other agencies, prior to final approval by your home jurisdiction's business license office. After final approval, the home jurisdiction will notify the other two jurisdictions of your approved license application. Each jurisdiction will mail its business license to you. The multi-jurisdictional license process enables you to have "one stop" (your home jurisdiction) to obtain appropriate business licenses from the other jurisdiction(s) so you can start your business or offer your business services.

MJ2. Are there any license types or activities which I cannot apply for through the multi-jurisdictional process?

Some business activities are not eligible for the multi-jurisdictional license process, specifically if they are privileged activities. The following business activities will still need to apply at each jurisdiction separately:

- Second hand merchandise sales
- Alcohol (intoxicating liquor) including:
 - Alcohol catering
 - Alcohol wholesale and/or importing
 - Brew pubs or breweries
 - Craft distilleries
 - Wine makers
- Auctioneers
- Escort/Outcall services
- Gaming including:
 - Slot Route Operators
- Locksmith
- Peddlers/solicitors including:
 - Ice Cream Trucks
- Towing & Booting
- Vehicles for Hire

- Residential house cleaning

MJ3. How do I determine my home jurisdiction?

Your home jurisdiction is the jurisdiction within which your business office is, or will be, located. Your business office may be a commercial location, or a home-based business. If your business office is located outside of Washoe County, you may visit any of the three jurisdictions to start your application process.

MJ4. What is considered a jurisdiction?

Pertinent to a multi-jurisdictional business license process, there are three jurisdictions: the City of Reno, the City of Sparks, and unincorporated Washoe County. Your business office will be located in one of the three jurisdictions. If your business operations or services occur within two or more of these three jurisdictions, you may use the multi-jurisdictional license process to obtain your required business licenses.

If your business office is located outside of all three jurisdictions (e.g., within Carson City) and you intend to conduct business operations or services within two or more of these jurisdictions, you may select any one of the jurisdictions as your home jurisdiction.

MJ5. Are there any special requirements to complete my business license application?

The only special requirement is to check the appropriate jurisdictions within which you intend to conduct business, or offer your business services, at the top of the application form. You will complete the rest of the application as normal, following instructions on the form.

MJ6. What is the combined multi-jurisdictional license fee?

You will pay a single, combined fee for your multi-jurisdictional license. The fee may be paid by cash, check or credit card at your home jurisdiction. The combined fee for all three jurisdictions is:

Reno:	\$ 85.00
Sparks:	\$ 105.00
Washoe County:	<u>\$ 75.00</u>
Your combined fee is:	\$265.00

If you desire to conduct business, or offer your business services, within only two of the jurisdictions, then your combined multi-jurisdictional license fee will be the sum of the two appropriate jurisdictions from the above table.

The home jurisdiction may have additional inspection and/or reviewing fees which will be collected as part of the application process.

MJ7. I used the multi-jurisdictional license process to obtain my licenses, and now I need to make a change to my information (see the list immediately following for potential changes). How do I proceed?

- Change the physical location of my business office.
- Change the name of my business.

- c. Change the mailing address for my business.
- d. Change the description of the products and/or services offered by my business.
- e. Change the people listed as officers and/or owners (entities) in my business.
- f. Cancel my business license (going out of business in one or more jurisdictions).

You should contact your home jurisdiction and notify them of the specific changes to your business license. Your home jurisdiction will guide you through the steps and requirements to make the changes you require. Please inform the home jurisdiction if the changes apply to your business licenses within the other jurisdictions. In many cases, you will be asked to complete a supplemental business license application, or you may be asked to place your changes in writing and submit those to your home jurisdiction.

If you are physically moving your business office into another jurisdiction, you will need to contact that jurisdiction and start a new business license location approval process. This jurisdiction will become your new home jurisdiction.

Remember to contact the appropriate Nevada State offices and the County Clerk, for a fictitious name certificate, with the new information (i.e., changes to your business license). You should include updated copies of any State forms and the fictitious name certificate with your new or supplemental business license application. If you are not required to submit an application, please provide the updated copies to your home jurisdiction.

The home jurisdiction will process the changes to your information. This process may include additional application and/or inspection fees. Your license application may be reviewed and approved by other agencies, prior to final approval by your home jurisdiction's business license office. After final approval to your new information, your home jurisdiction will notify the other two jurisdictions, each of whom will update their records and may mail you a new business license. Your home jurisdiction may also mail you a new business license.

MJ8. I used the multi-jurisdictional license process last year to obtain my licenses, and now I need to renew all three of my licenses. How do I proceed?

Your licenses will be renewed separately with each jurisdiction. You will receive a separate notice that your license requires renewal from each jurisdiction. You should follow the instructions on that notice to renew your license. Typically, your license can be renewed through the mail with a check; however, you can also elect to visit each jurisdiction to renew your license in person.

Medical Marijuana Establishment

Common Questions

MM1. What is a medical 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. State Law and County Code provide for four types of establishments to provide medical marijuana:

- *Facility for the production of edible marijuana products or marijuana-infused products.* This facility acquires, manufactures, delivers, supplies or sells edible marijuana products or marijuana-infused products to medical marijuana dispensaries. These facilities are not open to the public.
- *Medical marijuana cultivation facility.* A cultivation facility acquires, cultivates, delivers, supplies or sells marijuana and related supplies to other medical marijuana establishments. These facilities are not open to the public.
- *Medical marijuana dispensary.* A dispensary delivers or sells marijuana or related supplies and educational materials to patients or care givers with a valid Nevada medical marijuana identification card. The Nevada Division of Public and Behavioral Health may authorize patients or caregivers with valid medical marijuana identification cards from other States to receive medical marijuana under specified situations.
- *Medical marijuana independent testing laboratory.* A testing laboratory tests marijuana, edible marijuana products and marijuana-infused products that are to be sold in Nevada. These facilities are not open to the public.

MM2. Do I need a license to operate a medical marijuana establishment in unincorporated Washoe County?

Yes. However, you must obtain a provisional registration certificate from the Nevada Division of Public and Behavioral Health before you can apply for a Washoe County business license.

MM3. How do I obtain a provisional registration certificate?

You must apply directly to the Nevada Division of Public and Behavioral Health. That State Division is part of the Nevada Department of Health and Human Services. The Division maintains a web page exclusively for its medical marijuana program at health.nv.gov/medicalmarijuana.htm. The Division also maintains frequently asked questions on the medical marijuana establishment program on its web page at health.nv.gov/MedicalMarijuana/MME_FAQs.pdf.

The State Division's medical marijuana establishment program offices are located at 4150 Technology Way, Suite 200 in Carson City. Their telephone number is 775.684.3487. Their e-mail address is medicalmarijuana@health.nv.gov.

The Division will advertise the annual 10 day application period at least 45 days before the application period commences. You will be required to submit your State Division application within that 10 day period. The State Division will evaluate all medical marijuana establishment applications after the application period closes, and will provide a ranked listing of qualified establishments within 90 days. Qualified medical marijuana establishment applicants will then be provided with a provisional State registration certificate.

You must provide a copy of the provisional registration certificate with your Washoe County medical marijuana establishment business license application. Your Washoe County business license application cannot be accepted without a copy of the certificate.

If you are licensed by Washoe County, then you must provide proof of that licensure to the State Division. The State should then issue the State registration certificate for your medical marijuana establishment.

MM4. I must provide a local jurisdiction's zoning verification and/or public safety approval of my proposed medical marijuana establishment business as part of the State application process. How do I obtain that approval?

The Nevada Division of Public and Behavioral Health requires zoning verification of your proposed medical marijuana establishment as part of the initial application for a registration certificate. Washoe County will provide a Potential MME Zoning Information Letter to satisfy this requirement. You should contact:

- Washoe County Planning & Development Division, Community Services Department. Their offices are located at 1001 East Ninth Street, Building A, Second Floor in Reno. Their telephone number is 775.328.3600.

The Division will not issue its registration certificate until you provide proof that your proposed medical marijuana establishment is in full compliance with and completion of all applicable local jurisdiction public safety inspections. You should contact the following Washoe County public safety agency for information to satisfy this requirement:

- Washoe County Building & Safety Division, Community Services Department. Their offices are located at 1001 East Ninth Street, Building A, Second Floor in Reno. Their telephone number is 775.328.2020.
- Fire agencies:
 - Lake Tahoe basin: North Lake Tahoe Fire Protection District. Their offices are located at 866 Oriole Way in Incline Village. Their telephone number is 775.831.0351.
 - All other areas of unincorporated Washoe County: Truckee Meadows Fire Protection District. Their offices are located at 1001 East Ninth Street in Reno. Their telephone number is 775.326.6000.
- Washoe County Environmental Health Services Division, Heath District. Their offices are located at 1001 East Ninth Street, Building B, Second Floor in Reno. Their telephone number is 775.328.2434.

- Washoe County Air Quality Management Division, Health District. Their offices are located at 1001 East Ninth Street, Building B, Suite 171 in Reno. Their telephone number is 775.328.7200

MM5. I have my provisional State registration certificate. How do I obtain a Washoe County business license?

You must apply for a Washoe County medical marijuana establishment business license. This is a revocable privilege business license issued specifically for medical marijuana establishments. Each type of medical marijuana establishment requires a separate Washoe County medical marijuana establishment business license. The business license is valid for one year and must be renewed annually (see question MM9). The medical marijuana establishment business license application packet contains all of the information required for your license application. In summary, you must submit:

- A copy of your valid provisional State registration certificate.
- A completed Washoe County medical marijuana establishment application form.
- A copy of your State Division medical marijuana establishment application (with a few exceptions noted in the application packet).
- A list of persons associated with your medical marijuana establishment who have been issued, or will be issued, a State medical marijuana establishment agent registration card.
- A site plan of your medical marijuana establishment. Details of the information to include with the site plan are contained in the application packet.
- The name and physical address of any other medical marijuana establishments within Washoe County in which you (or any owner, officer, manager or director of your establishment) have ownership interest in, or a contractual relationship with, or otherwise associated with.
- A certificate signed and attested by you that the establishment meets the distance requirements established in Washoe County Code. The application packet contains more details on this certificate.
- The names and locations of the cultivation facility and independent testing laboratory providing services for your establishment (if applicable).
- A description of all regulated toxic, flammable or other materials used in or kept at your establishment. The application packet provides more details on the information required as part of the description.
- An approved Washoe County Air Quality Management Division plan for your establishment.
- A copy of the lease, rental agreement, license or authorization from the property owner on which your establishment is located (if you are not the property owner) giving you permission to use the property for use as a medical marijuana establishment. You must also include information on the property owner (see the application packet for details).

Before your Washoe County business license can be issued, you must also obtain:

- An approved Industrial Waste Permit from the Washoe County Environmental Health Services Division.
- A commercial kitchen permit from the Washoe County Environmental Health Services Division if your establishment produces edible or drinkable marijuana products.

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

Your medical marijuana establishment business license application will be reviewed by several agencies. These agencies include:

- Truckee Meadows Fire Protection District or North Lake Tahoe Fire Protection District.
- Washoe County Community Services Department:
 - Building and Safety Division;
 - Engineering and Capital Projects Division; and,
 - Planning & Development Division.
- Washoe County Health District:
 - Air Quality Management Division; and,
 - Environmental Health Services Division.
- Washoe County Sheriff's Office.
- Any appropriate water and/or sanitary sewer service provider.

Conditions may be established on your business license by any of these reviewing agencies and/or by the Washoe County license division. You must pay all applicable business license and agency license/permit and/or inspection fees prior to issuance of your business license.

The Washoe County license division will issue your business license after all review and inspections have been successfully completed, after receiving positive results from any required criminal history inquiry, and after all fees have been paid.

You must provide a copy of your issued Washoe County business license to the Nevada Division of Public and Behavioral Health. The State Division should then issue your State registration certificate.

Medical marijuana establishments must be fully certified by the Nevada Division of Public and Behavioral Health and licensed by Washoe County before commencing business operations in unincorporated Washoe County. Additionally, the establishment must meet all local jurisdiction public safety standards and operating requirements prior to commencing business operations. Businesses and other organizations or individuals operating without the required certificates, permits or licenses are subject to enforcement actions.

MM6. Is the Washoe County business license all that is required from Washoe County to operate a medical marijuana establishment?

No. Refer to question MM5 for Washoe County Health District permits and for other County agency approvals required for a medical marijuana establishment.

MM7. Are there any requirements for employees or volunteers working at a medical marijuana establishment?

Yes. State Law requires that any employee, contractor, or volunteer working at a medical marijuana establishment obtain and maintain a State medical marijuana establishment agent registration card. Agent registration cards are issued for each type of medical marijuana establishment (i.e., the four types of medical marijuana establishments, see question MM1). This card is obtained from the Nevada Division of Public and Behavioral Health. More information on the agent registration card is available on the Division's web page at health.nv.gov/medicalmarijuana.htm.

Additionally, Washoe County Code requires that any agent, employee or volunteer working at a medical 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 medical 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 medical marijuana establishment. Agents, employees and volunteers must display the valid registration card on their person while working at the establishment.

MM8. Are there Washoe County regulations governing the operation of a medical marijuana establishment business?

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

- The Washoe County license division may require warning signs to be posted in the establishment. Any such warning signs are stipulated in the business license application packet.
- Medical marijuana dispensaries may only be open from 6:00 a.m. until 8:00 p.m., or the hours of operation approved by the Nevada Division of Public and Behavioral Health, whichever time frame is shorter. Hours of operation must be visible to people entering the dispensary.
- Any graffiti appearing on a medical marijuana establishment must be removed or covered. Such removal or coverage must happen within 48 hours after it is discovered or when notice is given by the Washoe County Sheriff's Office.
- Medical marijuana may not be smoked, eaten or consumed on the premises of a medical marijuana establishment.

- No person under 18 years of age may be in a medical marijuana establishment unless accompanied by a parent or guardian.
- Medical marijuana paraphernalia or other supplies may only be sold or given to patients or caregivers with a valid State medical marijuana registry identification card.
- Medical marijuana or associated paraphernalia cannot be visible from outside of the licensed medical marijuana establishment.
- The medical marijuana establishment must prominently display its current State registration certificate, its current Washoe County business license, and any other State or County permits or licenses required to operate the establishment.
- The medical marijuana establishment must maintain a valid industrial waste permit from the Washoe County Environmental Health Division.
- A medical marijuana establishment producing edible or drinkable medical marijuana products must maintain a valid commercial kitchen permit from the Washoe County Environmental Health Division.

The Nevada Division of Public and Behavioral Health regulates the operations of medical marijuana establishments. You must also comply with these State regulations.

MM9. I plan to operate a medical marijuana cultivation facility in unincorporated Washoe County. How do I obtain marijuana plants, seeds or clippings to start operating?

Washoe County is not a resource for the marijuana growing process and does not have any information to provide patients or cultivation facility operators. You should contact the Nevada Division of Public and Behavioral Health or a private attorney for the rules and regulations pertinent to the marijuana growing process.

MM10. I plan to operate a medical marijuana dispensary and a medical marijuana cultivation facility at the same address in unincorporated Washoe County. Do I need a separate Washoe County business license for each establishment?

Yes. Each proposed medical marijuana establishment requires a separate Washoe County medical marijuana business license application, and separate review and approvals. State Law (NRS 453A.350) requires that each medical marijuana establishment be in a separate building or facility. The Nevada Division of Public and Behavioral Health has provided regulations and policies to better define this section of State Law. The Division or a private attorney should be consulted for any opportunities or limitations for more than one medical marijuana establishment at the same address.

MM11. I operate a licensed medical marijuana dispensary in the City of Reno (or Sparks). I want to deliver medical marijuana to authorized patients 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 medical marijuana establishment business license.

As long as you have a valid State registration certificate and valid City licenses and/or permits, you must obtain a Washoe County general business license to deliver medical marijuana to a:

- Registered and licensed medical marijuana establishment,
- Patient with a valid State medical marijuana registry identification card; or
- Designated primary caregiver with a valid State medical marijuana registry identification card,

within unincorporated Washoe County.

MM12. Do I have to allow County officials to inspect my license medical marijuana establishment?

Yes. County Code states that your submission of, and subsequent approval of, a Washoe County medical marijuana establishment business license constitutes permission for certain County officials to inspect your licensed establishment. These County officials include:

- The Washoe County license division;
- 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.

MM13. What is required to renew my Washoe County medical marijuana establishment business license?

All Washoe County business license holders must provide their preceding year's annual gross receipts as part of their license renewal. The renewal fee is based on the reported annual gross receipts. Additionally, a medical marijuana establishment business license holder must provide a copy of their valid, renewed State registration certificate. The license will be renewed after all fees are paid and the registration certificate is validated.

MM14. What happens to my Washoe County medical marijuana establishment business license if my State registration certificate is revoked or not renewed?

Your Washoe County medical marijuana establishment business license is immediately revoked when Washoe County is notified that your State registration certificate 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 type of business license revocation. The revocation is, however, subject to judicial review.

MM15. Can my Washoe County medical marijuana establishment business license be revoked or my application denied?

Yes. In addition to the revocation provision discussed in question MM10, your Washoe County medical marijuana establishment business license may be revoked for various events. These events are outlined in Washoe County Code Section 25.700(12) and include the following as examples (please read the Code section for the complete list):

- Selling or dispensing medical marijuana to a person without a valid State medical marijuana registry identification card.
- Employing or using an agent, employee or volunteer who does not possess a valid State medical marijuana establishment agent registration card or 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 Commissioner following a process outlined in the Washoe County business license ordinance.

Washoe County will notify the Nevada Division of Public and Behavioral Health if your Washoe County medical marijuana establishment business license is revoked.

The Washoe County license division may deny your Washoe County medical marijuana establishment business 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 25.700(14). The denial may be appealed to the Washoe County Board of County Commissioners.

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 location 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 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 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 must have the County Commission approve your State of Nevada license application before commencing business operations. You will pay a \$50 administrative processing fee to bring your application before the County Commission. County staff will check with the appropriate jurisdiction's licensing staff to ensure that your business can be at its proposed location prior to taking the State application to the County Commission.

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

Yes. Liquor license applicants must complete a criminal history background inquiry through the Washoe County Sheriff's Office. Applicants must provide fingerprint impressions to the Sheriff's Office for this inquiry and pay any inquiry fees directly to the Sheriff's Office. The fingerprint impressions are submitted to the Federal Bureau of Investigation and the Central Repository for Nevada Records of Criminal History. The inquiry can take up to 90 days to process and results are checked against disqualifying convictions. Disqualifying convictions may be found in the Washoe County Liquor and Gaming License Ordinance (Washoe County Code Chapter 30).

Contact the Sheriff's Office at 775.328.3017 for information on criminal history background inquiries.

L3. How long is a liquor license good for?

Liquor licenses are valid for three months and are renewed quarterly (based on calendar quarters).

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 bar.

- **Tavern.** A tavern is any place where intoxicating liquors are sold at retail by the drink to the general public. 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 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.

Work permits are valid for five years and must be renewed in a timely fashion. The Sheriff's Office collects all fees associated with work permits.

- **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 Awareness Training Schools can be found at <http://www.cpe.state.nv.us/Alcohol%20Awareness%20Trainer%20List.doc>.

Contact the Sheriff's Office at 775.328.3032 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 Development Division **before signing** any lease or rental agreement. Planning and Development 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. No fee is charged for a liquor-tasting license.

Liquor License Type	Quarterly Liquor License Fee	Additional Quarterly Fee?
Brew pub or brewery (<i>see special note</i>)	\$ 225	yes
Cabaret	\$ 300	yes
Craft Distillery (<i>see special note</i>)	\$ 255	yes
Liquor License Type	Quarterly Liquor License Fee	Additional Quarterly Fee?
Importer/Wholesaler (<i>see special note</i>)	\$ 300	no
Liquor catering (separate license)	\$ 225	yes
Liquor catering (with another liquor license)	\$125	yes
Liquor-tasting	No fee	no
Package beer	\$ 50	yes
Package liquor	\$ 200	yes
Retail beer and wine	\$ 125	yes
Service bar	\$ 125	yes
Temporary Intoxicating	\$ 125 (one-time fee)	no
Tavern	\$ 225	yes
Wine-maker's (<i>see special note</i>)	\$ 255	yes

Special note: For these types of intoxicating liquor businesses which are either not located in unincorporated Washoe County, or which do not sell or distribute alcohol in unincorporated Washoe County, no County business or intoxicating liquor license is required. Instead, the business pays a \$50 administrative processing fee at the time of intoxicating liquor license application. The \$50 administrative processing fee is to bring the required Nevada State liquor license application before the Washoe County Commission for review and possible approval.

The Commission also approves the required Nevada State liquor license application for those businesses required to possess a County business and liquor license. The administrative costs for processing the State liquor license application are included within the initial Washoe County liquor license fee.

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 (3) & (18).

Examples of quarterly liquor license fees:

1. New Tavern liquor license: (first year of operation)	fixed quarterly fee: \$ 225 additional fee: <u>\$ 50</u> Total quarterly fee: \$ 275
2. Renewal for Tavern liquor license: (\$35,000 in reported receipts)	fixed quarterly fee: \$ 225 additional fee: <u>\$ 10</u> Total quarterly fee: \$ 235

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 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 expiration date. If payment is received after 15 days, but within 30 days, after the license's expiration date, then a **25% penalty 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 **25% penalty fee**, plus a **15% reinstatement fee**.

However, a revoked license cannot be reinstated if all payments, to include penalty 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 Development Division **before signing** any lease or rental agreement. Planning and Development 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 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 second Legislative action allowing 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 calculated by Business License staff based on information provided by the licensee. New gaming licenses do not pay this 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 fee** is assessed. If payment is received between 10 days and 29 days after the start of the calendar quarter, then a **\$ 50 or 25% penalty fee**, whichever is greater, is assessed.

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 within either City are distributed between the City wherein the gaming establishment is located (75%) and the County (25%). The County's fees are placed into the County's general fund and offset services provided by Washoe County to the City, 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. Their offices in Carson City are located at 1919 East College Parkway with phone numbers for the Gaming Commission of 775.684.7750 and for the Tax and License Division of 775.684.7770. The Commission's website address is www.gaming.nv.gov.

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 at 775.328.3733. We will be happy to help you.