

Multi-Jurisdictional License Process

If you are a business owner who plans 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. You can elect to visit each jurisdiction separately to obtain your licenses. This will require separate trips to each jurisdiction, separate application packets, and separate license fees.

However, Sparks and Washoe County encourage you to process your application and pay your combined licensing fees at one location using the **multi-jurisdictional license process**. This license process is only for new license applications and not for license renewals.

To determine if you qualify for the **multi-jurisdictional license process**, just answer two questions and follow these few simple steps:

1. *Do I qualify for the multi-jurisdictional license process?*

If you are a new business, and intend to conduct business or offer your business services within Reno, Sparks, or Washoe County, you qualify for the multi-jurisdictional license process.

If you are an existing or currently licensed business within one jurisdiction, you must visit the other jurisdictions separately to obtain their licenses. You do not qualify for the multi-jurisdictional license process.

2. *I qualify, so how do I start?*

You will visit your home jurisdiction either in person or using the ONE Regional Licensing & Permits Portal (www.onenv.us). Your home jurisdiction is where your business office is, or will be, located. Follow the easy steps below for the multi-jurisdictional license process. Your application will be reviewed and approved by your home jurisdiction. Upon approval, your home jurisdiction will provide your license application and information to the other jurisdictions. Each jurisdiction will separately issue your new license to you through the U.S. postal mail or through the ONE Regional Licensing & Permits Portal.

Please, do not start your business in a jurisdiction until you receive your new license from that jurisdiction.

Follow these easy steps to obtain your business licenses using the multi-jurisdictional license process.

1. Determine your home jurisdiction. This is the jurisdiction within which your business office is 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 3 jurisdictions to begin your multi-jurisdictional license process.
2. Start the license process through the ONE business portal (on-line) or by visiting the home jurisdiction's business license office. The two processes are explained below:

ONE Regional Licensing & Permits Portal (on-line)

- a. Visit the home jurisdiction's license pages in the ONE Regional Licensing & Permits Portal. Log into www.onenv.us and establish a customer account. Select the multi-jurisdictional license and begin the application process on-line.
 - 1) **Please read the important note at the bottom of these pages.**
 - 2) Obtain all required Nevada State business registration forms and licenses. File for a Fictitious Name Certificate with the Washoe County Clerk if appropriate.
 - 3) Attach all completed State forms and licenses, and the Fictitious Name Certificate (if required) to your on-line application.
 - 4) Pay the appropriate license fees on-line with a credit or debit card (**see fees below**). You will make a single payment for all fees.
 - 5) Your license application will be reviewed and approved by other agencies, prior to final approval by your home jurisdiction's business license office.
 - a) The home jurisdiction will notify the other jurisdictions that the license has been approved, and will remit their jurisdictional license fees to them.
 - b) The other jurisdictions will create and approve their business license.
 - 6) You will be notified by e-mail separately by each jurisdiction that your license has been approved. You can download a copy of your license from each jurisdiction's license pages in the ONE Regional Licensing & Permits Portal.

Home jurisdiction's business license office

- b. Visit the home jurisdiction's business license office with your required business license application forms. Those forms and associated instructions are available on each jurisdiction's web page.

Web page links:

[City of Reno](#)

[City of Sparks](#)

[Washoe County](#)

- 1) **Please read the important note at the bottom of these pages.**
- 2) Obtain all required Nevada State business registration forms and licenses. File for a Fictitious Name Certificate with the Washoe County Clerk if appropriate.
- 3) Complete the business license application form. Check the boxes of the jurisdictions within which you plan to conduct business or offer business services.
- 4) Collect the completed license application form with all required Nevada State forms or licenses and the Fictitious Name Certificate (if required).
- 5) Take the completed business license application and all forms to your home jurisdiction's licensing offices.
 - a) The home jurisdiction may have additional inspection and/or reviewing fees which will be collected as part of the application process.

- 6) Pay the combined multi-jurisdictional license process fee (one fee for all jurisdictions) when requested (**see fees below**). You may pay by cash, check or credit card.
 - a) Your license application will be reviewed and approved by other agencies, prior to final approval by your home jurisdiction's business license office.
 - b) The home jurisdiction will notify the other jurisdictions that the license has been approved.
- 7) Your home jurisdiction will mail its business license to you. Each jurisdiction will separately mail its business license to you when that jurisdiction approves your license.

Multi-jurisdictional license process fees:

Reno:	\$85.00
Sparks:	\$109.00
Washoe County:	\$77.75
Combined Fee:	\$271.71

3. After you receive your licenses, begin your business and Good Luck!

Important Note:

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

- Second hand merchandise sales
- Alcohol (intoxicating liquor) including:
 - Alcohol catering
 - Alcohol wholesale and/or importing
- Auctioneers
- Escort/Outcall services
- Gaming including:
 - Slot Route Operators
- Locksmith
- Peddlers/solicitors including:
 - Ice Cream Trucks
- Towing & Booting
- Vehicles for Hire
- Residential house cleaning