

BEFORE YOU GET STARTED...

CONTACT WASHOE COUNTY BEFORE YOU SIGN A LEASE FOR COMMERCIAL SPACE!

Be absolutely certain that your location is appropriate for the business you want to do.

If you're planning a commercial business (convenience store, car sales lot, tavern, etc.), obtain the Assessor's Parcel Number and call the Planning & Zoning Information Desk at 328.6100. They can tell you if the business will be allowed at that location. They will also tell you about any improvements you may be required to make to the property and/or building and/or any landscaping requirements.

A business located on your residential property but not in your house, horse boarding for example, may require you to apply for an Administrative Permit or a Special Use Permit. Contact the Planning & Zoning Information Desk at 328.6100 for more information.

Home-based businesses should be transparent to the surrounding community. These are home offices and don't generate traffic or noise. The County limits the number of customers and commercial deliveries per day, as well as the number and type of vehicles that can be kept at the home. Visit our website to read our [Home-Based Business Regulations](#).

Home-based businesses that are NOT allowed include automotive and equipment use types, commercial food preparation, businesses involving explosives, beauty parlors, barber shops, liquor sales or distribution, undertaking and funeral parlors, medical and dental clinics, hospitals, adult characterized businesses, and ambulance or related emergency services.

OTHER LICENSING AGENCIES

Carson City	887.2105
Churchill County	423.7627
City of Fallon	423.5104
Douglas County (Clerk)	782.9014
Lyon County	463.6501
City of Fernley	784.9830
City of Reno	334.2090
City of Sparks	353.2360
Storey County (Clerk)	847.0966

OTHER USEFUL NUMBERS

COUNTY

Air Quality Management	784.7200
Assessor	328.2200
Building.....	328.2020
Code Compliance	328.6106
County Clerk	784-7287
Environmental Health	328.2434
North Lake Tahoe Fire	831.0351
Truckee Meadows Fire	326.6000
Planning and Zoning.....	328.6100

STATE

Contractors Board	688.1141
Industrial Insurance	684.7270
Secretary of State	684.5708
Taxation	1.866.962.3707

OTHER

Better Business Bureau	322.0657
Chamber of Commerce	636.9550
University of Nevada - Small Business Development Center	784.1717

Washoe County website:

<https://www.washoecounty.us/>

WASHOE COUNTY BUSINESS LICENSE INFORMATION GUIDE



Main Business Office:
1001 E. Ninth Street, Reno
Bldg. A, 2nd Floor
West end of building

Hours of Operation:
Monday - Friday
8:00 a.m. to 5:00 p.m.
(except for holidays)

Phone: 775.328.3733
Fax: 775.328.6133

Mailing Address:
P.O. Box 11130
Reno, NV 89520-0027

Website:
[www.washoecounty.us/csd/planning
and_development/business_license](http://www.washoecounty.us/csd/planning_and_development/business_license)

10 Steps

TO OBTAINING YOUR BUSINESS LICENSE WITH WASHOE COUNTY

1. DETERMINE YOUR LICENSING REQUIREMENTS.

You must obtain a Washoe County business license if:

- The business location address is in the unincorporated area of Washoe County.
- The business is mobile and you will be doing business in the unincorporated area of Washoe County.

You must first obtain a business license from the jurisdiction within which your business address exists.

If you are doing business in Reno and/or Sparks and the unincorporated County, please ask us about the [multi-jurisdictional licensure process](#).

If your business is mobile, you will need to keep track of income earned in each jurisdiction in which you hold a license to report annual gross receipts. A current map of Washoe County that shades each jurisdiction separately will be helpful.

You may apply for a business license on-line at the ONE Regional Licensing and Permits Portal at www.onenv.us.

2. GET THE APPLICATION.

In not applying on-line, you can obtain a copy of the Washoe County business license application:

- In person at our office location;
- By mail by calling our office; or
- Via the internet at our website.

See the reverse side of this brochure for location, phone and website information.

3. DOCUMENT YOUR BUSINESS NAME.

- If you are incorporated through the State

of Nevada, we will need a copy of your *Articles of Incorporation* and a current list of officers.

- If you are using a business name other than your own first and last name, you will need to file a *Fictitious Firm Name* (DBA) certificate with the Washoe County Clerk at 1001 E. 9th St. Bldg A, 1st Floor in Reno, and include a copy of the filed certificate with your business license application.
- A Fictitious Firm Name certificate will also be required for corporations doing business under a name different from the corporation name.

4. REGISTER WITH THE NEVADA SECRETARY OF STATE

for the *Nevada State Business Registration*. You may register with them:

- On-line at www.nvsilverflume.gov; or,
- In person at their office at 202 North Carson Street, Carson City.
- Provide a copy with your application.

5. REGISTER WITH THE NEVADA DEPARTMENT OF TAXATION.

You will need to obtain proof of registration (*clearance letter*) that must accompany your business license application. You may complete the sales and use tax permit registration with them:

- On-line at www.nvsilverflume.gov; or,
- In person at their office at 4600 Kietzke Lane, Building L, Suite 235, Reno.

6. MEET YOUR RESPONSIBILITIES AS AN EMPLOYER.

All businesses that have employees must obtain workers compensation from the insurance company of their choice. You must provide an affidavit of compliance or the completed compliance form, even if you have no employees.

- Obtain an affidavit of compliance on-line at www.nvsilverflume.gov; or,

- Submit the completed *State Industrial Insurance Compliance* form with your business license application package (your policy information is required).

7. OBTAIN APPLICABLE FEDERAL OR STATE LICENSES.

Some businesses require additional licensing, and we will need proof that you have obtained these licenses. For example, a license from the State Board of Medical Examiners is required to practice medicine and must be obtained before a business license can be issued. If you're not sure, please check with our main business office to determine if additional licensure is required.

8. COMPLETE THE APPLICATION.

All the application forms **MUST** be completed. Businesses operated from the home must also complete the "Home-based Business Development Standards and Requirements" supplement.

9. TURN IN THE APPLICATION AND SUPPORTING DOCUMENTS, AND PAY LICENSE FEE

(to include registration from steps 4, 5 & 6).

- The first year license fee is \$77.75..

10. LICENSE APPROVALS.

If you plan to open a commercial business (run from a storefront), or a non-home based business run from your property (such as horse boarding), several County agencies must approve your license before it can be issued.

ISSUE LICENSE! Your business license will be mailed to you within 5 working days after you have submitted a complete application with all the required approvals. You will receive an e-mail notifying you of license approval if you apply on-line through the portal.