

Dear Applicant:

I would like to take the opportunity to welcome you to Clark County Business License.

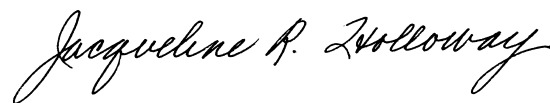
This pamphlet is designed to assist you in the licensing process and to provide you with answers to some frequently asked questions.

Clark County is one of fastest growing communities in the country. We issue approximately 12,000 new business licenses a year. The County currently has approximately 54,600 licensed businesses.

Our mission is to license and regulate businesses, while fostering customer confidence towards the business community.

We strive to provide the best customer service and hope that all of your licensing needs will be met.

Good Luck in your business endeavor.



Jacqueline R. Holloway
Director of Business License

OTHER LICENSING AGENCIES

Boulder City (702) 293-9219
401 California Ave.

City of Henderson (702) 267-1730
240 Water St.

City of Las Vegas (702) 229-6281
400 E. Stewart
(Home occupation @ 731 S. 4th St)

City of Mesquite (702) 346-5295

City of North Las Vegas (702) 633-1520
2200 Civic Center

FREQUENTLY CALLED NUMBERS

COUNTY

Animal Control (702) 455-7710
Air Quality Management (702) 455-5942
Building Department (702) 455-7410
County Clerk (702) 671-0501
Current Planning/Zoning (702) 455-4314
Fire Department (702) 455-7316
Southern Nevada Health District (702) 759-1000
Water Reclamation Department (702) 434-6600

STATE

Better Business Bureau (702) 320-4500
Consumer Affairs (702) 486-7355
Contractors Board (702) 486-1100
Industrial Insurance Regulation (702) 486-9080
Secretary of State (702) 486-2880
Nevada State Taxation (702) 486-2300

CLARK COUNTY BUSINESS LICENSE INFORMATION GUIDE



500 S. Grand Central Pkwy, 3rd Fl.
PO BOX 551810
Las Vegas, NV 89155-1810
(702) 455-4252 Phone
(702) 386-2168 Fax



General Information

Thank you for inquiring about the Clark County Department of Business License.

Our office hours are:

8:00 am - 5:00 pm Monday thru Friday.

You may drop off completed applications from: **8:00 am -5:00 pm**, Monday thru Friday.

We offer several services to assist you:

Administration Inquiries:	455-4253
Audit Inquiries:	455-6297
Business Inquiries:	455-3573
Child Care Inquiries:	455-3894
Collections Inquiries:	455-0395
Complaint Information:	455-4171
Finance Inquiries:	455-2258
General & Industrial,	
Regulated Licensing Inquiries:	455-0174
Liquor & Gaming	
Licensing Inquiries:	455-4125

No appointment is necessary for **General & Industrial** licenses. Applications are processed: **8:00 am - 4:00 pm**

Appointments for **Child Care** licenses are available **8 am – 3 pm** by calling 455-3894.

Appointments for **Regulated** licenses are available **8 am – 3 pm** by calling 455-3573.

Appointments for **Privileged** (Liquor & Gaming) licenses are available **8 am – 3 pm** by calling 455-4125.

Information, checklists and applications can be obtained by:

- Visiting our office
- Phone/Fax
- Visiting our website

There are six licensing agencies within the valley: Boulder City, City of Henderson, City of Las Vegas, City of Mesquite, City of North Las Vegas and Clark County.

The first step in obtaining a license is to determine your correct jurisdiction by going to the following website and entering in your business address: <http://gisgate.co.clark.nv.us/ziploc/>.

You must obtain a Clark County business license if:

- 1.) The business location address is in the unincorporated area of Clark County.
- 2.) The business is mobile and you will be doing business in the unincorporated area of Clark County. However, you must first obtain the license from the jurisdiction in which your location address exists.

The Licensing Process

A List of Requirements has been created for each license category to show the requirements for obtaining the license. This list can be printed from the website.

A license application packet is given to all applicants. The packet consists of: a license checklist, a Nevada Business Registration form, a Clark County Business License Supplement, and a Clark County Fire Permit Survey. Additional paperwork may be required depending on the type of business activity.

If you are using a business name other than your own name you must file a Fictitious Firm Name (DBA – “doing business as”). You may file this form with the County Clerk’s Office, located on the 1st floor of the Government Center.

If your business is a corporation or LLC, you must register with the Secretary of State, located at 555 E. Washington.

All businesses must register with the State Dept of Taxation, located at 555 E. Washington.

All businesses that have employees must obtain workers compensation insurance from an insurance company.

Once you have completed the application packet and the list of requirements, all items must be returned to our office for processing. License fees are based on your particular type of business and fees may be prorated.

We accept cash, check, cashiers check or money orders. Please make checks payable to Clark County Department of Business License.

Some license categories require inspections and/or investigations from the following departments: Building, Fire, Las Vegas Metropolitan Police Department, Planning and/or Health. Your license cannot be issued until all inspections/investigations are approved. It may take up to 45 working days (excluding holidays and weekends) to approve a general license. Privileged, Regulated and Child Care licenses may take longer.

When your license is approved, your Business License will be mailed to the business address listed on your application. You should receive your license within 7-10 days of approval.