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# Northwestern Nevada Licensing and Permits

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A joint effort between:  
Economic Development Authority of Western Nevada ([www.edawn.org](http://www.edawn.org))  
And  
Northern Nevada Development Authority ([www.nnda.org](http://www.nnda.org))

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EDAWN (The Economic Development Authority of Western Nevada) and NNDA (Northern Nevada Development Authority) are private, non-profit corporations founded by community leaders in the early 80s. Over the years, the EDAWN and NNDA professional teams and member volunteers have worked with primary industry entities to help them relocate, expand, retain or start and grow their businesses. Although there is no requirement for businesses to work with either EDAWN or NNDA, many do and organizations and individuals everyday are referring more companies. Our reputation for customer service in helping interested businesses make the right connections and get accurate information in a timely manner is outstanding.

We are pleased to assist you in your efforts to develop and grow your business!

To learn more about the services we offer, contact

EDAWN at: 775-829-3700 or visit our website at [www.edawn.org](http://www.edawn.org).

NNDA at: 775-883-4413 or visit our website at [www.nnda.org](http://www.nnda.org).

Remarks: This is a publication created by EDAWN and NNDA for the benefit and information of new and existing companies. The data included in this brochure is intended for informational purposes only. Please refer any specific questions to the appropriate agency.

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## General Checklist

	<b>Page</b>
<input type="checkbox"/> Create a corporation, partnership or sole proprietorship legal organization	3
<input type="checkbox"/> Obtain a fictitious name certificate (DBA)	4
<input type="checkbox"/> Obtain a state business license	4
<input type="checkbox"/> Obtain a retail sales permit	4
<input type="checkbox"/> Obtain a local license (city and county)	5
<input type="checkbox"/> Other local license	6
<input type="checkbox"/> Insure you are familiar with all of the following:	
<input type="checkbox"/> Zoning ordinances	6
<input type="checkbox"/> Employer Identification Number (EIN)	7
<input type="checkbox"/> Workers Compensation	7
<input type="checkbox"/> Employment Security Division	7
<input type="checkbox"/> Modified State Business Tax	7
<input type="checkbox"/> Nevada Live Entertainment Tax	8
<input type="checkbox"/> U.S. Internal Revenue Service IRS W-4 Form	8
<input type="checkbox"/> U.S. Immigration Service I-9 Form	8
<input type="checkbox"/> State Labor Laws	9
<input type="checkbox"/> Personal Property Tax	9
<input type="checkbox"/> Air Pollution Control	
<input type="checkbox"/> More information	10

## Licensing & Permits

These are the suggested steps along with a listing and a brief description of each of the forms and filings necessary for business operations in Northern Nevada.

### **STEP ONE: Create a Corporation, Partnership or Sole Proprietorship Legal Organization**

Note: If you choose to use a name other than your legal name, you must file a Fictitious Business Name Certificate (DBA) with the County office to identify the owner(s). This applies to corporations and LLC's, as well as, sole proprietorships and partnerships.

#### **CORPORATIONS AND LIMITED COMPANIES (LLC)**

Corporations and LLC's must file Articles of Incorporation or Articles of Organization with the Nevada Secretary of State and maintain all records, minutes, etc. as required by law. You may go to their website and download the appropriate forms.

For more information, contact the Nevada Secretary of State's office at:

202 North Carson Street  
Carson City, NV 89701  
(775) 684-5708  
[www.sos.state.nv.us](http://www.sos.state.nv.us)

**ALL OF THE ABOVE FORMS SHOULD BE FILED BEFORE YOU BEGIN BUSINESS**

## STEP TWO: Obtain a Fictitious Name Certificate (DBA)

### FICTITIOUS NAME CERTIFICATE

This is needed for all businesses that plan to use a name different than their legal or corporate name. You may wish to check with the County Clerk's office to determine if the fictitious name you want is available by accessing the County Clerk's website. Also, the appropriate forms may be downloaded from their website. The fee is typically \$20 every five years.

#### **Washoe County**

County Clerk's Office

Washoe County Courthouse 75 Court Street Reno, NV

(775) 328-3260

[www.co.washoe.nv.us/clerks](http://www.co.washoe.nv.us/clerks)

#### **Carson City**

<http://www.carson-city.nv.us/treasurer/Forms/PDF/fictitiousfirmname.PDF>

City Hall, 201 North Carson Street, Carson City, Nevada 89701

(775) 887-2100

#### **Douglas County**

<http://cltr.co.douglas.nv.us/Clerk/FFN3pane.shtm>

1594 Esmeralda Ave., Room 105, PO Box 218 Minden, NV 89423

775-782-9014

#### **Lyon County**

<http://lyon-county.org/clerktrs/fictname.htm>

Lyon County Clerk & Treasurer 27 S. Main Street Yerington, NV 89447

775.463.6501 or 775-246-6138

OR

801 Overland Loop, Suite 201, Dayton, NV 89403

#### **Storey County**

County Clerk PO Drawer "D" Virginia City, NV 89440-0139

(775) 847-0969

<http://www.storeycounty.org/>

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## **STEP THREE: Obtain a State Business License**

### **STATE BUSINESS LICENSE**

All businesses operating in Nevada must obtain a State Business License issued by the Department of Taxation. The license fee is \$100, renewable annually. The forms are available on their website [www.tax.state.nv.us](http://www.tax.state.nv.us). For more information, contact:

Nevada Department of Taxation – Reno Office  
4600 Kietzke Lane, Building L, Suite 235  
Reno, NV 89502  
(775) 688-1295 Fax: (775) 688-1303

Carson City  
1550 E. College Parkway Suite 115  
Carson City NV 89706  
(775) 684-2000 (voice)

There are no Nevada Department of Taxation offices in Douglas, Lyon or Storey Counties

## **STEP FOUR: (If required): Obtain a retail sales permit**

Every new business must check with the State Department of Taxation to determine whether they need a resale permit, an exemption certificate, or are subject to a use tax. A deposit or bond may be required. Check with the taxation department for fee payment and other information. You may go to their website [www.tax.state.nv.us](http://www.tax.state.nv.us) and download the appropriate forms.

Nevada Department of Taxation – Reno Office  
4600 Kietzke Lane, Building L, Suite 235  
Reno, NV 89502  
(775) 688-1295 Fax: (775) 688-1303

Carson City  
1550 E. College Parkway Suite 115  
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There are no Nevada Department of Taxation offices in Douglas, Lyon or Storey Counties

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## STEP FIVE: Obtain a local license

In the State of Nevada, all new businesses are required to obtain a business license within the city/county in which they operate. You may go to their website and download the appropriate forms. For more information in the Northern Nevada area, contact the following:

### COUNTIES

**Washoe County** - Business License  
Department of Community Development  
1001 E. 9<sup>th</sup> Street, Bldg A, 2<sup>nd</sup> Floor  
Reno, NV 89512  
(775) 328-3733  
<http://www.co.washoe.nv.us/ComDev/>

**Carson City**  
<http://www.carson-city.nv.us/treasurer/businesslicense.htm>  
City Hall, 201 North Carson Street, Carson City, Nevada 89701  
(775) 887-2100

**Douglas County**  
[http://cltr.co.douglas.nv.us/clerk/forms\\_download.asp](http://cltr.co.douglas.nv.us/clerk/forms_download.asp)  
1594 Esmeralda Ave., Room 105, PO Box 218 Minden, NV 89423  
775-782-9014

**Lyon County**  
<http://lyon-county.org/clerktrs/buslicense.htm>  
Lyon County Clerk & Treasurer 27 S. Main Street Yerington, NV 89447  
775.463.6501 or 775-246-6138  
OR  
801 Overland Loop, Suite 201, Dayton, NV 89403

**Storey County**  
County Clerk PO Drawer "D" Virginia City, NV 89440-0139  
(775) 847-0969  
<http://www.storeycounty.org/>

**CITY**

**City of Reno**

Business License  
Reno City Hall  
1 East 1<sup>st</sup> Street – 2<sup>nd</sup> Floor  
Reno, NV 89501  
(775) 334-2090 x1  
[www.cityofreno.com/bus/license](http://www.cityofreno.com/bus/license)

**City of Sparks**

Business License  
Sparks City Hall  
431 Prater Way  
Sparks, NV  
(775) 353-2360  
[www.ci.sparks.nv.us/departments/finance/revenue/licensing](http://www.ci.sparks.nv.us/departments/finance/revenue/licensing)

To determine if parcel is in the City of Reno: <http://www.cityofreno.com/bus/vpp/>

**City of Fernley**

595 Silver Lace Blvd. Fernley, NV 89408  
775- 784 9830

**City of Yerington**

CITY HALL 102 South Main Street Yerington, Nevada 89447  
(775)-463-3511

## STEP SIX: Other local license

In addition to city and county licenses, certain businesses / occupations are required to obtain special state licenses (i.e. – contractors, beauticians, etc.) As a new business, you may be required by the city or county to obtain additional permits from Health, Police, Fire or Building Departments. Inquire with the individual agency for more information.

### **State Contractors' Board**

9670 Gateway Drive, #100

Reno, NV 89511

(775) 688-1141

<http://nscb.state.nv.us/>

## STEP SEVEN: Insure you are familiar with all of the following:

### **ZONING ORDINANCES**

To insure that you are in a location zoned for your type of business, check the city and county ordinances before signing any lease agreement. For home-based businesses, verify if the Home Occupation Permit is required.

### **BUILDING & SAFETY**

#### **Washoe County**

(775) 328-2020

<http://www.co.washoe.nv.us/bldgsafety>

#### **City of Reno**

(775) 334-2352

<http://www.cityofreno.com/res/comdev/>

#### **City of Sparks**

(775) 353-2306

[http://www.ci.sparks.nv.us/departments/com\\_development/bldg/](http://www.ci.sparks.nv.us/departments/com_development/bldg/)

#### **Carson City**

<http://www.carson-city.nv.us/departments/devsvcs/admin/about.htm>

3505 Butti Way, Carson City, Nevada.

(775)887-2355.

#### **Douglas County**

<http://cd.co.douglas.nv.us/index.htm>

1594 Esmeralda Ave., Room 319, Minden, NV 89423

(775) 782-6235

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**Lyon County**

<http://lyon-county.org/comdev/>

27 S. Main Street Yerington, NV 89447

775.463.6510 or 775-246-6140

OR

Occidental Square, Building 2, 801 Overland Loop, Suite 201, Dayton, NV

**City of Fernley**

595 Silver Lace Blvd. Fernley, NV 89408

775- 784 9830

**City of Yerington**

[inspector1@yerington.net](mailto:inspector1@yerington.net)

(775)-463-2729

**Storey County**

PO Drawer "D" Virginia City, NV 89440-0139

(775) 847-0969

<http://www.storeycounty.org/>

**PLANNING DEPARTMENT**

**Washoe County**

(775) 328-6100

[http://www.co.washoe.nv.us/comdev/boards\\_commissions/pc/pc\\_index.htm](http://www.co.washoe.nv.us/comdev/boards_commissions/pc/pc_index.htm)

**City of Reno**

(775) 334-2036

<http://www.cityofreno.com/gov/boards/planning/>

**City of Sparks**

(775) 353-2340

<http://www.ci.sparks.nv.us/boards/planning/>

**Carson City**

<http://www.carson-city.nv.us/bcc/commissions/planningcommission.htm>

201 North Carson Street Carson City, NV 89701

**Douglas County**

<http://cd.co.douglas.nv.us/cdplanning.htm>

1594 Esmeralda Ave., Room 202, Minden, NV 89423

(775) 782-6217

**Lyon County**

<http://lyon-county.org/planning/>

27 S. Main Street Yerington, NV 89447

775.463.6510 or 775-246-6140

OR

801 Overland Loop, Suite 201, Dayton, NV

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**City of Fernley**

595 Silver Lace Blvd. Fernley, NV 89408  
775- 784 9830

**City of Yerington**

[inspector1@yerington.net](mailto:inspector1@yerington.net)  
(775)-463-2729

**Storey County**

PO Drawer "D" Virginia City, NV 89440-0139  
(775) 847-0969  
<http://www.storeycounty.org/>

**EMPLOYER IDENTIFICATION NUMBER (EIN)**

Everyone doing business must have an employer identification number (EIN) to use as a federal taxpayer identification number. Sole proprietors must also have an EIN if they pay wages to one or more employees or if they are required to file any excise tax returns. The EIN numbers are sometimes referred to as a Tax ID number.

Internal Revenue Service  
(866) 816-2065

Businesses can fill out SS-4 online and get an EIN number quickly. See [www.irs.gov/smallbiz](http://www.irs.gov/smallbiz) for details.

**WORKERS COMPENSATION**

All employers are required to provide workers' compensation insurance for their employees. Contact your business insurance agent for further details.

For information regarding workers' compensation insurance, contact the Industrial Relations Division of the Department of Business and Industry at (775) 687-4270.

**EMPLOYMENT SECURITY Division**

This is Nevada's unemployment insurance. The business is assigned an experience rate based on the amount of unemployment claims that have been filed. For a new business, the rate is 3.0% of the first \$22,000 of wages for each employee and is paid quarterly. The amount of wage subject to the 3.0% tax changes annually more information, contact:

**Nevada State Employment Security Division**

1325 Corporate Boulevard  
Reno, NV 89502  
(775) 688-2663  
[www.nvdetr.org](http://www.nvdetr.org)

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**MODIFIED STATE BUSINESS TAX**

This is a quarterly payroll tax that is based on gross wages. The tax is paid to the Nevada State Department of Taxation. The tax rate is .7% until July 1, 2004 when it will change to .65% of gross wages.

Nevada Department of Taxation – Reno Office  
4600 Kietzke Lane, Building L, Suite 235  
Reno, NV 89502  
(775) 688-1295 Fax: (775) 688-1303  
[www.tax.state.nv.us](http://www.tax.state.nv.us)

**NEVADA LIVE ENTERTAINMENT TAX**

A 10% tax applied to revenues derived from entertainment venues. Some of the taxable items include: ticket sales, merchandise, food and refreshments. Contact the Nevada State Department of Taxation for further details.

**U.S. INTERNAL REVENUE SERVICE IRS W-4 FORM**

The law requires every employee to complete a W-4 form so that the employer can withhold the proper amount of income tax from each paycheck. For further information, contact the IRS at:

200 S. Virginia Street  
Reno, NV 89501  
(775) 824-2218  
[www.irs.gov/pub/irs-pdf/fw4.pdf](http://www.irs.gov/pub/irs-pdf/fw4.pdf)

**U.S. IMMIGRATION SERVICE I-9 FORM**

All employers must also document proof of an employee's right-to-work in the United States. Every employee must have a properly completed I-9 on file in the business office.

**U.S. Citizenship and Immigration Services (USCIS)**  
Employer Relations Officer  
1351 Corporate Boulevard  
Reno, NV 89502  
(775) 784-5185  
<http://uscis.gov/text/fieldoffices/reno/aboutus.htm>

## STATE LABOR LAWS

All employers must comply with the state minimum wage and overtime laws and must post a sign explaining these laws at their place of business.

### **Nevada Labor Commission**

1445 Hot Springs Rd, Ste 109  
Carson City, NV 89706  
(775) 687-4850  
<http://www.laborcommissioner.com/>

## PERSONAL PROPERTY TAX

All businesses must pay an annual tax on business equipment and furniture (excluding inventories) based upon the assessed value of the property.

### **Washoe County Assessor's Office**

1001 E. 9<sup>th</sup> Street  
Reno, NV 89512  
(775) 328-2200  
[www.co.washoe.nv.us/assessor/](http://www.co.washoe.nv.us/assessor/)

### **Carson City**

The Assessor's Office, 201 North Carson Street, Suite 6, Carson City, NV  
(775)887-2130.  
<http://www.carson-city.nv.us/departments/assessor/about.htm>

### **Douglas County**

<http://assessor.co.douglas.nv.us/>  
1616 8TH ST., MINDEN, NV 89423  
775-782-9830

### **Lyon County**

<http://lyon-county.org/assessor/>  
27 S. Main Street Yerington, NV 89447  
775.463.6524

### **Storey County**

PO Drawer "D" Virginia City, NV 89440-0139  
(775) 847-0969  
<http://www.storeycounty.org/>

**AIR POLLUTION CONTROL, ENVIRONMENTAL PERMITS AND INFORMATION**

Washoe County is regulated separately from Storey, Carson City, Douglas and Lyon as it is classified as a non-attainment basin by USEPA. The Washoe County District Board of Health-Air Quality Management Department is responsible for permitting and monitoring facilities. Their regulations can be found at the following web site. Clicking on air quality regulations will list all of the permitting requirements.

[http://www.co.washoe.nv.us/health/air/per.html~color=grey&text\\_version=](http://www.co.washoe.nv.us/health/air/per.html~color=grey&text_version=)

They can be reached at (775) 784-7200

The Nevada Division of Environmental Protection is responsible for permitting in all other counties in the state, except Clark County. Their regulations can be found at the following web site. Once there, you can find quick links to rules, regulations, forms, fees, etc.

<http://ndep.nv.gov/bapc/index.htm>

The Nevada Small Business Development Center has a Business Environmental Program available to assist small business.

[www.nsbdcnep.org](http://www.nsbdcnep.org)

They can be reached at: 1(800)882-3233 or (775)689-6674

Waste Management handles refuse collections specializing in commercial, construction debris removal, "Medical Waste", "Hazardous Waste" and general waste disposal. Waste Management has specific requirements relating to "Trash Enclosure" permits, service accessibility and collections for both Residential and Commercial services.

<http://www.wm.com>

They can be reached at: 775-329-8822

## MORE INFORMATION

For more information or to obtain management assistance, please contact:

EDAWN (Economic Development Authority of Western Nevada)  
5190 Neil Road, Suite 111  
Reno, NV 89502  
775-829-3700 • FAX 775-829-3710  
[www.edawn.org](http://www.edawn.org)

NNDA (Northern Nevada Development Authority)  
896 W Nye Ln Suite 201  
Carson City, NV 89703  
775-883-4413                      [nnda@nnda.org](mailto:nnda@nnda.org)  
[www.nnda.org](http://www.nnda.org)

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