SCORE™

FOR THE LIFE OF YOUR BUSINESS

How to License Your Business In Southern Nevada

Local web site: www.scorelv.org
Email: info@scorelv.org
Phone: 702-388-6104

SCORE™ | Las Vegas

National web site: www.score.org

EVERY BUSINESS SHOULD REGISTER WITH:

1. The **Federal Government** to get an Employer Identification Number (EIN) from the IRS. Sole proprietors can use their Social Security Number instead of an EIN.
2. The **State of Nevada** (license renewable annually).
3. The **Municipality** where the business is domiciled and/or operating.
4 The **Clark County Clerk** (if in Clark County) to get a permanently assigned "Fictitious Name Certification" if the business operating under a Name other than the owner or corporate name

In Addition:

1. If the business is selling tangible property, it must get a sales tax permit from the **Nevada State Department of Taxation.**
2. At either the municipal or state level or both, certain businesses are required to complete more complex registrations and/or obtain additional licenses. Employees may need licenses as well.
3. Observe all local and state health and zoning laws.

EMPLOYER IDENTIFICATION NUMBER:

Internal Revenue Service
110 City Parkway
Las Vegas, NV 89106
(800) 829-1040 www.irs.gov

BUSINESS LICENSE & CORPORATION REGISTRATION:

Secretary of State
555 East Washington Avenue, Suite 5200
Las Vegas, NV 89101
(702) 486-2880 http://nv.sos.gov

MUNICIPAL BUSINESS LICENSE:

BOULDER CITY
(702) 293-9219
http://www.bcnv.org/?q=buslicense

CITY OF LAS VEGAS
(702) 229-6281
http://www.lasvegasnevada.gov

CLARK COUNTY
(702) 455-4252
http://www.clarkcountynv.gov/

HENDERSON
(702) 267-1730
http://www.cityofhenderson.com/

MESQUITE
(702) 346-5295
http://www.mesquitenv.gov/

NORTH LAS VEGAS
(702) 633-1521
http://www.cityofnorthlasvegas.com/Departments/Finance/BusinessLicense/BusinessLicense.aspx

PAHRUMP
(775) 727-5107 Ext. 312
www.pahrumpnv.biz

FICTITIOUS NAME CERTIFICATION:

(Required if the business is operating under a name other than the owner or corporate name.)
Clark County Clerk's Office
500 S. Grand Central Pkwy, 3rd Floor
Las Vegas, NV 89155-1810
(702) 455-4252 www.ClarkCountyNV.gov

RETAIL SALES PERMIT:

Nevada Department of Taxation
555 East Washington Avenue, Suite 1300
Las Vegas, NV 89101 http://tax.nv.gov/

FOR BUSINESSES WITH EMPLOYEES:
Every employee hired is to complete a W-4 Form so that the employer can withhold the proper amount of income tax from each paycheck. Any change in the employee's tax status requires a new form. For additional information and forms:

Internal Revenue Service
110 City Parkway
Las Vegas, NV 89106
(702) 868-5005 (800) 829-4933
www.irs.gov/businesses/index.html
http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed

To receive "Your Business Tax Kit", call (800) Tax Form

Worker's Compensation Insurance
Every business must obtain Workers Compensation Insurance coverage for their employees. There are three options to get this insurance:
1. Contact a licensed Insurance Agent.
2. Join an association of self-insured private employers.
3. Become a self-insured employer.

Coverage is obtained PRIOR to hiring employees. A quarterly fee will be assessed. For information:
Las Vegas (702) 486-9080
Carson City (775) 684-7260
http://dirweb.state.nv.us

Employment Security Department
Businesses with one or more workers are an "employing unit" and must register with the Nevada Unemployment Compensation Program. As workers are hired, A Nevada Business Registration Form is submitted (excluded are Sole Proprietorships, or Partnerships, that have NO employees). For information and forms:
Las Vegas (702) 486-0250
Carson City (775) 687-4545
https://uitax.nvdetr.org/crp_home

Immigration & Naturalization Service
Every employer must, within 72 hours of hiring a new employee, complete and maintain a signed, witnessed, and dated I-9 Form for that employee. For more information:
Las Vegas (702) 388-6908

State Labor Laws
Employers must comply with Nevada's Labor Statutes and post a sign explaining these laws at their place of business. For more information contact the State Labor Commission:
Las Vegas (702) 486-2650
Carson City (775) 687-4850
www.laborcommissioner.com

ASSESSOR'S OFFICE:
All persons, firms or businesses, owning, renting, leasing, or controlling business personal property in Nevada are required to file a list of that property with the Assessor of the County in which the property is located. In Clark County, this information form should be submitted to:
Clark County Assessor - (702) 455-3882
http://www.clarkcountynv.gov/depts/assessor/pages/default.aspx

HEALTH PERMITS: (for food establishments)
Southern Nevada Health District
(702) 759-1000
http://southernnevadahealthdistrict.org/permits.php

ZONING ORDINANCES:
The applicable city and/or county ordinances should be checked to ensure that the desired location is zoned for the proposed type of business before buying or leasing property. For home based businesses, please verify if a Home Occupation Permit will be required. Contact:

Boulder City Zoning	(702) 293-9292
City of Las Vegas Zoning	(702) 299-6301
Clark County Zoning	(702) 455-4314
Henderson Zoning	(702) 267-1500
Mesquite Zoning	(702) 346-2835
North Las Vegas Zoning	(702) 633-1537
Pahrump Zoning	(775) 751-4033

LIQUOR & GAMING LICENSES:
To operate a liquor or gaming business, a state and local business license must be obtained. Contact:

Nevada Gaming Commission & State Gaming Board
555 East Washington Avenue, Suite 2600
Las Vegas, NV 89101
(702) 486-2000 http://gaming.nv.gov

FOR FREE BUSINESS ADVICE, CALL 702-388-6104 TO MAKE AN APPOINTMENT AT ANY OF OUR MANY OFFICEs

Bank Of America Plaza
300 South 4th Street, 4th Floor
Las Vegas, NV 89101

Henderson Business Resource Center
112 Water Street
Henderson, NV 89015

Clark County Library
1401 East Flamingo Road (Reference Section)
Las Vegas, NV 89119

Urban Chamber of Commerce
1951 Stella Lake Street, Suite 30
Las Vegas, NV 89106

www.scorelv.org

Updated May 05, 2015

SCORE
FOR THE LIFE OF YOUR BUSINESS