



Department of Business License

JACQUELINE R. HOLLOWAY

DIRECTOR

500 SOUTH GRAND CENTRAL PKY, 3RD FLOOR

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LAS VEGAS, NEVADA 89155-1810

(702) 455-4252

(800) 328-4813

FAX (702) 386-2168

http://www.clarkcountynv.gov/business_license

CHECKLIST FOR APPLICATION FOR CHANGE OF BUSINESS LICENSE

Section 6.04.090, 6.04.100, 6.04.110, 6.04.120, and 6.04.130 of the Clark County Code, provides guidelines for changes to existing business location, name, mailing address, officer changes and ownership changes of 99% or less. (Note: Ownership changes of 100% will require a new license.)

I. All changes require the following:

1. A current mailing address and phone is required for all change applications. If this section is not completed we may return your change request without processing it. (*We will forward ALL correspondence to your location address in the absence of a current mailing address.*)
2. The *Application for Change of Business License* form must be completed and signed by an owner or officer of the business.
3. A fee of \$25 will be charged for *each change on each license*. Payment can be made by cash, check, or money order made payable to: Clark County Department of Business License.
 - a. If renewing your license at the same time, please provide a separate check or money order for the license renewal fees and the change request fees.
4. Additional documents may be required for Regulated or Liquor & Gaming licenses. Please call (702) 455-3573 for further information.

II. Business Location Change:

1. Preliminary zoning review. Contact Clark County Current Planning at (702) 455-4314.
2. The Fire Department Permit Survey form must be completed.
3. One of the following Proof of Rights to the business physical location:
 - a. Lease or Rent: If you are leasing or renting a location, a signed Lease Information form must be completed; or
 - b. Sharing Space: A signed Letter of Authorization from lessee, business owner or officer; or
 - c. Property Ownership: A copy of the deed, mortgage agreement, bill of sales; or
 - d. Other Jurisdiction: If the new location is in a jurisdiction other than Unincorporated Clark County, provide a copy of the approved business license with the current address from that jurisdiction.

III. Business Name Change:

1. A file stamped copy of the Fictitious Firm Name (DBA) from the Clark County Clerk's office, or a file stamped copy of the Amended Name Change articles filed with the Nevada Secretary of State.

IV. Business Owner Change (adding or deleting an Owner of 99% or less ownership):

1. A notarized letter signed by an owner is acceptable;
2. A complete list of owners and ownership percentages is required per Clark County Code;
3. A stamped copy of the Resolution or Minutes filed with Nevada Secretary of State is acceptable;
4. A stamped copy of the new DBA filed with the Clark County Clerk's office is acceptable; and
5. For an owner's name change, a copy of the file stamped marriage or divorce decree is acceptable.

V. Officer Change:

1. Submit documentation of new officer(s) or the Amended Resolution filed with the Nevada Secretary of State.

*** INCOMPLETE DOCUMENTATION FOR CHANGE REQUEST WILL BE RETURNED**



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APPLICATION FOR CHANGE OF BUSINESS LICENSE

CURRENT MAILING ADDRESS AND CONTACT INFORMATION IS REQUIRED FOR ALL CHANGE APPLICATIONS

Mailing Address:	City/State	Zip Code:
Business Telephone No.	Effective Date:	

APPLICABLE LICENSE CHANGES AND FEES

Check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Change of Business Name - \$25 Fee | <input type="checkbox"/> Change of Business Officers - No Charge |
| <input type="checkbox"/> Change of Business Location/Address - \$25 Fee | <input type="checkbox"/> Change of Business Mailing Address - No Charge |
| <input type="checkbox"/> Change of Business Owners - \$25 Fee | Changing Mailing Address only? License No. Required: |

Changes of business ownership of 100% require a new license. A new business license application package will need to be submitted.

For multiple licenses please include \$25.00 for each change on each license.

CHANGE OF BUSINESS NAME AND/OR CHANGE OF LOCATION

Clark County Business License No.:		New Business Information:	
Old Business Name:		New Business Name:	
Old Business Address:		New Business Address:	
City/State	Zip Code	City/State	Zip Code

CHANGE OF BUSINESS OWNERS

If changes to ownership total to 100%, a complete new application must be submitted.

Previous Owners Name: (First, M.I., Last)		New Owners Name: (First, M.I., Last)	
Percentage of Ownership:	Date of Birth (optional)	Percentage of Ownership	Date of Birth (optional)
Address		Address	
City/State	Zip Code	City/State	Zip Code
SSN# (optional)		SSN# (optional)	

CHANGE OF BUSINESS OFFICERS (do not include owners)

Old Officer's Name/Title:		New Officer's Name/Title:	
Address:		Address:	
City/State	Zip Code	City/State	Zip Code
Telephone No.		Telephone No.	

SIGNATURES (requires signatures of owner, officer, authorized or legal signer)

Signed Name:	Print Name:	Date:
Signed Name:	Print Name:	Date:

IF YOU REQUIRE ADDITIONAL INFORMATION, PLEASE CALL OUR LICENSING DIVISION at (702) 455-0174.

Reminder: Please change the business name, location and/or ownership with the appropriate State Agency(s)

Fire Department Inspections for Business License

You are required to pass a fire inspection before your Business License can be issued. The Business License Department will identify each license that requires an inspection and you should specify each license when making arrangements for your Fire inspection(s).

A complete Fire Permit Survey Form is required with your business license application. If you answered “yes” to any of the questions, you may need a permit. The Business License Department will transmit your Permit Survey Form to the Fire Department. *Make sure that you include a return fax number on the form!* The Fire Department will review, sign, and fax the form back to you. The response will identify any permits required by the Fire Department for your business.

1. Apply for any required Fire permits as noted on the Permit Survey Form. You may access Fire Department permit applications and guidelines online or in person at the Fire Department.
2. Apply for any other permits required by other agencies (Air Quality, Development Services, Business Licensing, Current Planning, Health, etc.).

When the Development Services (Zoning) department has approved your Business License location and the required Fire Department permit(s) and approvals are complete, you may schedule your Fire Inspection(s). You must have an inspection for each business license that requires a Fire inspection.

<p>Note that you must have your Business License ID number(s) available when applying for your Fire Department inspection. This number is printed on your Business License receipt and is required by the Fire Department for inspection scheduling.</p>
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The Fire Department will contact you approximately two weeks after your application is processed to schedule your inspection. Inspections are performed during regular Fire Department inspection hours (Tuesday – Thursday from 8:00 AM – 4:00 PM). There is no charge for business license inspections performed during normal inspection hours.

OR

You may contact a Fire Department scheduler at 702-455-7316 (Option 1, Option 3) if you need to have your business license inspection performed on overtime inspection application. *Note that fees apply for overtime inspections.*



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LEASE INFORMATION

Tenant:	
Address of Tenant:	
Tenant Contact	Name: Phone: Email:
Landlord:	
Address of Landlord:	
Landlord Contact:	Name: Phone: Email:
Premises:	Address: Square footage:

Under penalty of perjury, I attest that the information contained in this document is true and correct. I also understand that any false, misleading or fraudulent statements with respect to any material fact contained in the business license application and/or supporting documentation may subject me to civil penalties and/or denial of the business license application pursuant to CCC6.04.09(b) & CCC6.04.140.

Business License Applicant / Tenant

Date