



togetherforbetter

Department of Business License

Vincent V. Queano, Director

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<http://www.clarkcountynv.gov/businesslicense>

AUCTIONEER APPLICATION CHECKLIST

APPLICATION PACKET (Please provide copies of all documents upon submission)

- “AM I IN CLARK COUNTY?”/ DETERMINE JURISDICTION AND LAND USE:**
To confirm if the business address is located within the jurisdiction of unincorporated Clark County, the type of business activities permitted by zoning district, and for information regarding online land use application submittals.
 - Comprehensive Planning Contact Information:** Website: <https://www.clarkcountynv.gov/comprehensive-planning/Pages/forms.aspx>; Email: zoning@clarkcountynv.gov; Telephone: 702-455-4314
- REGISTER/OBTAIN STATE LICENSE WITH THE NEVADA SECRETARY OF STATE:**
State law requires all businesses, corporations, and partnerships operating in the State of Nevada to have a State Business License. All corporations, limited liability companies, partnerships, sole proprietorships, etc. are required to register their entities. Please visit the [Nevada Secretary of State’s website](#) for more information. You may also apply online at nvsilverflume.gov.
 - Secretary of State Contact Information:** Website: <https://www.nvsos.gov/sos>; Telephone: 702-455-4314; Location: inside North Las Vegas City Hall, 2250 N. Las Vegas Blvd., Suite 400, North Las Vegas, NV 89030
- REGISTER WITH THE NEVADA DEPARTMENT OF TAXATION:**
You can now register online by visiting the [Nevada Department of Taxation website](#) or apply online at nvsilverflume.gov.
 - Nevada Department of Taxation Information:** Website: <https://tax.nv.gov/>; Telephone: 702-486-2300; Location: 700 E. Warm Springs Rd., 2nd Floor, Las Vegas, NV 89119.
- (If applicable) REGISTER YOUR BUSINESS NAME (DBA):**
Businesses operating under a fictitious firm/doing business as (any name other than the business owner’s legal name or the entity name registered with the Nevada Secretary of State) must file for a Fictitious Firm Name certificate with the [Clark County Clerk’s](#) office. The filing must reflect the Entity Type listed with the Secretary of State.
 - Note: A Fictitious Firm Name (DBA) is the name your business will use when advertising, including on storefronts, business cards, websites, etc. Advertising under more than one name will require multiple business licenses.*
 - Example: John Doe dba “Handy Janitorial” (Sole Proprietor), ABC LLC dba “ABC” (Limited Liability Company), 123 Inc. dba “The Rock Star Group” (Corporation)
 - Clark County Clerk’s Contact Information:** Telephone: 702-455-4431; Website: https://www.clarkcountynv.gov/government/elected_officials/county_clerk/location_and_hours.php.
- PROOF OF PHYSICAL LOCATION REQUIRED:**
At time of application, you must provide proof of right to the business location. Physical locations are required for all applications; *mailboxes or P.O. Boxes are not accepted.* Complete the Landlord/Lessor information section on Clark County Business License Application, if applicable.
- COMPLETE CLARK COUNTY APPLICATION:**
Please use NAICS code 561991 when completing your application. As part of your business license application packet, you will be asked to provide the following:
 - Required attachments:
 - Prior to issuing a license, a copy of your State Business License from the Nevada Secretary of State; and
 - A letter of authorization, or power of attorney, if applying on behalf of applicant(s); and
- COMPLETE TEMPORARY LICENSE APPLICATION:**
 - Necessary part of the approval process for eligible application granting a temporary license to operate for six (6) to eight (8) weeks.
- PAY APPLICABLE FEES:**
Fees in the amount of \$45.00 one-time **non-refundable** application fee. Prior to being granted a license the following will be due, the annual business license fee of \$500, plus an Auctioneer permit fee of \$50 for a total of \$595.00 during the application process.

LVMPD APPLICATION PACKET (Please provide copies of all documents upon submission)

- Original completed “Personal History Questionnaire” for each owner, must include:
 - Two (2) original completed Requests for Authorization *per owner*
 - Ensure each page is initialed, notarize sections, use **black** ink, and use “N/A”, “Unavailable”, or “Unknown” where necessary
- (if applicable)* Attach military discharge DD-214
- For each owner:
 - Include U.S. Certificate of Naturalization documents or copy of US birth certificate *for each owner*; OR
 - Include U.S. Immigration Documents (U.S. Green Card/U.S. Red Card, Employment Authorization *for each owner*
- Include one (1) copy of owner’s active passport *for each owner*
 - Note: This requirement does not apply if the passport is expired or the applicant has never had one.
- One (1) *front & back* copy of Driver’s License *for each owner*
- Two (2) identical passport sized color photographs *for each owner*
- Corporate check(s), cashier’s check(s) or money order(s) payable to “LVMPD” in the amount of \$300.00 for each owner. (No personal checks.)

PLEASE RETAIN A COPY OF COMPLETED FORMS FOR YOUR RECORD