



## Department of Business License

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

# PRIVILEGED BUSINESS LICENSE APPLICATION PACKET – Instructions, Checklist and Forms

Approved for use by Clark County  
Department of Business License

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### *Privileged Business License Instructions:*

- Read the *General Instructions*
- Print all relevant Privileged Business License Forms and Information.
- Return your Payment(s), Checklist and completed application to Clark County Business License.

### *General Application Instructions:*

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING APPLICATION

NOTE: ALL SUBMITTED FORMS BECOME THE PROPERTY OF THE LAS VEGAS METROPOLITAN POLICE DEPARTMENT

1. Documents requiring notarized signature will NOT be accepted if the signature is more than three-months old at time of submittal.
2. All handwritten answers must be in **BLACK** ink and in block lettering. Illegible applications WILL NOT be accepted.
3. Please **DO NOT SUBMIT THIS FORM ELECTRONICALLY**; this document contains sensitive personal information and is not designed to be secure via e-mail transmission.
4. You must make accurate statements and include all material facts. Any misrepresentation, or the failure to provide requested information, may result in the denial of your application.
5. Read each question carefully prior to answering. Answer every question completely. Do not leave blank spaces. If a question does not apply to you indicate "Does Not Apply." If there is nothing to disclose, indicate "None." Failure to provide a response to every question could result in the rejection of your application and/or lengthen the amount of time needed to complete the investigation.
6. Signatures and initials must be made in **BLACK** ink.
7. If the space available is insufficient to respond to a question, you are to supply the required information on an attachment page and clearly identify which question you are answering.
8. Additional information may be required by the Clark County Department of Business License or the LVMPD Investigator. Failure to provide the requested documents in a timely manner could result in denial of your application.
9. Once your application is accepted, it becomes the property of the Las Vegas Metropolitan Police Department. It will not be returned and the LVMPD does not make copies of any documents relating to the application. The applicant is advised to make copies before submitting the application.
10. **IT IS THE RESPONSIBILITY OF EACH APPLICANT FOR A LICENSE TO THOROUGHLY FAMILIARIZE HIMSELF/HERSELF WITH ALL APPLICABLE ORDINANCES, RULES AND REGULATIONS PERTAINING TO THE PARTICULAR LICENSE APPLIED FOR.**

# **INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED**

## **FAILURE TO COMPLY WITH THE ABOVE REQUIREMENTS MAY DELAY THE PROCESSING OF YOUR APPLICATION AND MAY RESULT IN YOUR APPLICATION BEING RETURNED**

Therefore, it is recommended that applicants for liquor and/or gaming licenses schedule an appointment for an application review with the Liquor and Gaming License Specialist.

Applications should be mailed in/dropped off only if you are certain your application is complete.

### **APPOINTMENTS ARE AVAILABLE FOR PRIVILEGED LICENSES**

8 A.M. to 3 P.M.

Monday through Thursday, except Holidays

**To schedule an appointment, call (702) 455-0174 or leave a message at (702) 455-4125**

- Complete and return this checklist with your application. All applications must be arranged in the order listed below. A complete application will consist of the applicable documents/items listed below and any additional documents/items as may be necessary and/or required per Clark County Code.
- A cover sheet explaining your proposed business activities, including a brief description of your source of funds is appreciated.
- Applications will not be accepted in a "piecemeal" manner. All incomplete applications will be returned.
- Applications not containing licensing and investigative fees will be returned.

#### **Checklist:**

#### **Business License Fees**

- Appropriate Business License fees, as determined by Business Activity and number of owner(s)/officer(s), payable to the Clark County Department of Business License (CCBL) - Checks Only (no cash/debit/credit card payments available)

#### **Las Vegas Metropolitan Police Department Investigation Fees**

- Investigation fee of \$350 for each person applying for determination of suitability, payable to the Las Vegas Metropolitan Police Department (LVMPD) - Company Check, Cashier's Check or Money Order only

#### **Application Documents**

- CCBL Application Form
- CCBL Liquor License Application (if applicable)
- CCBL Gaming/General/Convention License Applications (if applicable)
- Copy of the Nevada State Gaming License Application (if applicable):
  - For Individual(s)
  - For Business Entity(s)
- Nevada Department of Taxation Importer/Wholesaler application (if applicable)
- Nevada State Business License from the Nevada Secretary of State
- Nevada Department of Taxation Registration/Tax Permit (sales and use tax)
- Clark County Fictitious Firm Name Certificate from the Clark County Clerk's Office
- Executed Lease Agreement
  - Lease should be made under the Operating Entity/Individual applying for the business license
  - Permitted Used should be specified to include all business activities, including alcohol sales/gaming
- Floor plan of the proposed business detailing location compliance with liquor/gaming code requirements
- Request for Temporary Liquor / Gaming License Form (if applicable)
- Security Plan as required by CCC 8.20.020.330 - Retail licenses

### Additional Documents

- Business Supplemental Questionnaire (BSQ)
  - All Required Attachments as outlined in Question 20**
  - If the Operating Entity is owned/managed by legal entities other than individuals, provide documentation to evidence the ownership and management of all holding/parent entities. i.e. **Operating Agreement/Stock Certificates**
  - Flow Chart of Ownership
- Space Lease/Participation Agreement (if applicable)
- Business Purchase Agreement (if applicable)
- Las Vegas Metropolitan Police Department ('LVMPD') Corporate/Entity Financial Questionnaire (CFQ) - *Applicable for Operating Entity or for any Business Entity from which the business Source of Funds are derived*
  - Original with notarized signatures
  - Most recent three months' bank account statements for the business/entity (complete copies, including blank pages)
  - Most recent three years Federal Income Tax Returns for the business/entity (complete filings)

### Personal Suitability Application for Owner(s)/Officer(s)/Revenue Sharing/Lender(s)

- All Owners and/or Officers with 10% or more ownership interest in the business must file a Personal Suitability Application including the Personal Financial Questionnaire.
- *The Nevada Gaming Control Board 'Personal History Record' and 'Personal Financial Questionnaire' will be accepted in lieu of the LVMPD Personal History Form and Personal Financial Questionnaire. All other forms and supplemental documentation are still required.*
  - CCBL Waiver (applicable for liquor importer/wholesalers, manufacturers)
  - LVMPD Personal History Form (PHF)
    - Original with original notarized signatures
  - Two original LVMPD Authorization to Release Information forms
  - Color passport size (2x2) photograph of the individual
  - Copy of DD 214 (if applicable)
  - Copy of Birth Certificate or Certificate of Naturalization. (A valid Passport is NOT accepted in lieu of Birth Certificate)
    - Foreign birth certificates must be accompanied by a certified English translation, along with copy of Permanent Resident Card (Green Card) or Work Visa.
  - Copy of Driver's license or other Government Issued Photo ID. (front & back copies required)
  - Copy of valid Passport (if applicable)
  - LVMPD Personal Financial Questionnaire (PFQ) with original notarized signatures
    - Most recent three months' individual bank account statements (complete copies, including blank pages)
    - Most recent three years individual Federal Income Tax Returns (complete filings)

**Two sets of all items listed above required (one with original notary signatures & one complete copy) you may make a third set to keep for your records.**

**Key Employee Application (two sets of the documents below required)**

- Any employee of a liquor and/or gaming licensee having the power to exercise a significant influence over decisions concerning any part of the operation of a liquor licensee must file a Personal Suitability Application.
- A complete copy of *The Nevada Gaming Control Board 'Personal History Record'* will be accepted in lieu of the LVMPD Personal History Form. All other forms and supplemental documentation are still required.
- Include a separate checklist for each individual applicant
  - Letter from Employer designating Individual as a Key Employee or CCBL Designated Key Employee form
  - LVMPD Personal History Form (PHF), with original notarized signatures and initials
  - Two LVMPD Authorization to Release Information forms
  - Color passport sized (2x2) photograph of the individual
  - Copy of DD 214 (if applicable)
  - Copy of Birth Certificate or Certificate of Naturalization. (A valid Passport is NOT accepted in lieu of Birth Certificate)
    - Foreign birth certificates must be accompanied by a certified English translation, along with copy of Permanent Resident Card (Green Card) or Work Visa.
  - Copy of Driver's license or other Government Issued Photo ID. (front & back copies)
  - Copy of valid Passport (if applicable)
  - \$45.00 Check Payable to the Clark County Department of Business License (CCBL)
  - \$350.00 Check Payable to the Las Vegas Metropolitan Police Department (LVMPD), Business Check/Cashier's Check or Money Order only