



# Department of Business License

500 SOUTH GRAND CENTRAL PKY, 3RD FLOOR

BOX 551810

LAS VEGAS, NEVADA 89155-1810

Phone: (702) 455-4252

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

## INDEPENDENT MESSAGE THERAPIST AND REFLEXOLOGIST BUSINESS LICENSE CHECKLIST

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

- DETERMINE JURISDICTION**  
 Confirm the business address is located within the unincorporated Clark County jurisdiction, visit:  
<https://maps.clarkcountynv.gov/gismo/apps/jurisdiction/app/index.html>
- REGISTER WITH/ OBTAIN LICENSE FROM NEVADA STATE BOARD OF MASSAGE THERAPY**  
 Please visit the [Nevada State Board of Massage Therapy](http://massagetherapy.nv.gov/) at <http://massagetherapy.nv.gov/> for more information.
- REGISTER/OBTAIN STATE LICENSE WITH THE NEVADA SECRETARY OF STATE**  
 If you are a corporation, limited liability company, limited partnership, or limited-liability partnership, you must file (register) with the Nevada Secretary of State. Please visit the [Nevada Secretary of State's](http://nvsecretaryofstate.gov/) website for more information. You may apply online at [nvsilverflume.gov](http://nvsilverflume.gov), or apply in person at the Secretary of State located at 2250 N. Las Vegas Blvd, Suite 400 North Las Vegas, NV 89030. Telephone: (702) 486-2880
- REGISTER WITH THE NEVADA DEPARTMENT OF TAXATION**  
 You can now register online by visiting the [Nevada Department of Taxation](http://nevadadepartmentoftaxation.com/) website or apply online at [nvsilverflume.gov](http://nvsilverflume.gov). Nevada Department of Taxation is located at 700 E. Warm Springs, 2nd Floor, Las Vegas, NV 89119. Telephone: (702) 486-2300
- 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](http://clarkcountynv.gov/) Office. Telephone: (702) 455-4431

  - *Note:* A Fictitious Firm Name (DBA) is the name your business will use when advertising, including on store front, signs, business cards, websites, etc. Advertising under more than one name, will require multiple business licenses.
  - *Examples:* John Doe dba "Handy Janitorial" (Sole Proprietor); ABC LLC dba "ABC" (Limited Liability Company); 123 Inc. dba "The Rock Star Group" (Corporation)
- (if applicable)* **PROVIDE A SPACE SHARING LETTER**

  - Independent Massage Therapists *who rent a space or booth* from a massage establishment must submit a Space Sharing Letter from the establishment, indicating the establishment name, address, and space number.
  - Independent Massage Therapists *who do not rent a space or booth* from an establishment and who only perform outcall services, may utilize their home address as the business location address. However, massage services are not to be provided from the home location.
- COMPLETE CLARK COUNTY APPLICATION**  
 Applications can be submitted online through <https://blepay.clarkcountynv.gov>, or submitted in-person at the Department of Business License office during normal business hours.
- PAY FEES**  
 Fees for an independent massage therapist or reflexologist may be paid either online, or in-person, however you choose to submit your application.

  - **Independent Massage Therapist:** For initial applications, there is a \$45.00 non-refundable application fee, plus an initial fee of \$25.00 (\$70.00 for initial application and licensing).
    - Licenses for independent massage therapists are semi-annual, and renewal fees will be based on a percentage of gross revenue. The table for semi-annual gross revenue license fees is available on our website, visit: [https://www.clarkcountynv.gov/business/doing\\_business\\_with\\_clark\\_county/divisions/business\\_license\\_billing\\_payments/forms.php](https://www.clarkcountynv.gov/business/doing_business_with_clark_county/divisions/business_license_billing_payments/forms.php), choose "Gross Fee Schedule."
  - **Independent Reflexologist:** For initial applications, there is a \$45.00 non-refundable application fee, plus an annual fee of \$200.00 (\$245.00 for initial application and licensing).
    - Licenses for independent reflexologists are annual, and the annual renewal fee is \$200.00. The table for flat fee licenses is available on our website, visit: [https://www.clarkcountynv.gov/business/doing\\_business\\_with\\_clark\\_county/divisions/business\\_license\\_billing\\_payments/forms.php](https://www.clarkcountynv.gov/business/doing_business_with_clark_county/divisions/business_license_billing_payments/forms.php), choose "Flat Fee Schedule."

Fee Table	Massage Therapist	Reflexologist - Certified
	NAICS Code: 621398	NAICS Code: 621396
Application Fee:	\$45.00	\$45.00
License Fee:	\$25.00	\$200.00
Total Initial Application Cost:	\$70.00	\$245.00