



togetherforbetter

Department of Business License

500 SOUTH GRAND CENTRAL PKY, 3RD FLOOR
BOX 551810
LAS VEGAS, NEVADA 89155-1810

Modeling Agency Regulated Business License Checklist (Modeling Agency NAICS 711419) \$45.00 one-time application and \$25.00 license fee *Please provide copies of all documents upon submission*

APPLICATION CHECKLIST

- DETERMINE JURISDICTION AND LAND USE:**
To confirm if the business address is located within the unincorporated Clark County jurisdiction, the type of business activities permitted by zoning district, and for information regarding online land use application submittals; please visit <https://www.clarkcountynv.gov/comprehensive-planning/Pages/forms.aspx> or contact a planner at zoning@clarkcountynv.gov
Telephone: (702) 455-4314.
- NEVADA STATE BUSINESS LICENSE/ REGISTER WITH THE NEVADA SECRETARY OF STATE:**
NRS 76 requires all businesses, corporations, and partnerships operating in the State of Nevada to have a State Business License. All corporations, limited liability companies, partnerships, etc. are required to register their entities. Please visit the [Nevada Secretary of State's](http://Nevada Secretary of State's website) website for more information. You may apply online at 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://Nevada Department of Taxation website) website or apply online at nvsilverflume.gov.
Nevada Department of Taxation located at 700 E. Warm Springs Rd., 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://Clark County Clerk's Office) Office. Telephone: (702) 455-4431. Visit link for multiple locations <http://www.clarkcountynv.gov/clerk/Services/Pages/FictitiousFirmNames.aspx>. The filing must reflect the Entity Type listed with the Secretary of State.
Example:
John Doe dba "Handy Janitorial" (Sole Proprietor), ABC LLC dba "ABC" (Limited Liability Company), 123 Inc. dba "The Rock Star Group" (Corporation)
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.
- PHYSICAL LOCATION REQUIRED:** Proof of right to the business location.
Complete copy of executed lease and the *Permitted Use (type of category applied for/business activities), and signed by all parties. Ensure unit or suite number is listed. If applying as an LLC/Corp; Lessee must be listed in the entity name OR if Sole Proprietor, lessee must be listed in applicant(s) name. Home Occupations does not require a lease; however include information on Clark County Application.*
- COMPLETE APPLICATION**
- LICENSE FEE:** Payable to Clark County Department of Business License: \$70.00 (\$45.00 Application fee along with \$25.00 semi-annual gross revenue license fee)
- COMPLETE TEMPORARY LICENSE (Approval process for temporary is six to eight weeks)**
- Provide a Letter of Authorization or Power of Attorney if applying on behalf of an applicant(s)

METRO PACKET

- Original completed Personal History Questionnaire (for each owner) including (2) *original* completed Requests for Authorization (per owner). **Initial each page, notarize sections, use black ink and use ("N/A", Unavailable or Unknown)**
- Attach military discharge DD-214 if applicable
- U.S. Certificate of Naturalization documents or copy of US birth certificate (for each owner)
- U.S. Immigration Documents (U.S. Green Card/U.S. Red Card, Employment Authorization for each owner)
- 1 copy of owner's active passport (for each owner)
Note: The 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)**

PLEASE RETAIN A COPY OF COMPLETED FORMS FOR YOUR RECORD