



**Locksmith (Non-Mobile Service) Regulated Business License Checklist**  
 (Non-Mobile Service NAICS 561622) \$45.00 one-time application and \$150.00 license fee  
 Please provide copies of all documents upon submission

**Department of Business License**  
 500 SOUTH GRAND CENTRAL PKY, 3<sup>RD</sup> FLOOR  
 BOX 551810  
 LAS VEGAS, NEVADA 89155-1810

together**for**better

**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](mailto: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://www.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://nvsilverflume.gov) website or apply online at [nvsilverflume.gov](http://nvsilverflume.gov). Nevada Department of Taxation (1<sup>st</sup> Floor), **located at 555 E. Washington Las Vegas, NV 89101. 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 Office](http://www.clarkcountynv.gov/clerk/Services/Pages/FictitiousFirmNames.aspx). 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.*
- COMPLETE APPLICATION**
- LICENSE FEE:** Payable to Clark County Department of Business License: \$195.00 (\$45.00 Application fee along with \$150.00 annual 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)

**FINANCIAL PACKET**

Open Bank Statements & Tax returns are for both Personal and Business accounts

- Original Business Supplemental Questionnaire. **Complete the packet in black ink, initial each page, notary on Statement of Truth, Authorization for Release of Information and Claims Indemnity and Affidavit of Full Disclosure**
- 1 copy of owners last 3 months personal bank statements, all pages including blank pages (**for each owner**)
- 1 copy of owners last 3 years personal tax returns (**for each owner**)
- 1 copy of Business last 3 months bank statements, all pages including blank pages
- 1 copy of Business last 3 years tax returns

**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**