



togetherforbetter

Department of Business License

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

Secondhand Dealer Class IV (Charitable- Used Motor Vehicles) Regulated Business License Checklist Charitable organizations as defined in Section 6.04.005 \$45.00 one-time application fee

Please provide copies of all documents upon submission

APPLICATION CHECKLIST

Charitable organizations as defined in Section 6.04.005
The location address is subject to public safety approvals.

Please note: If applying as a Charitable Secondhand Dealer Class II, the applicant must be registered as a charitable organization.

In order to register, please provide the following:

1. Copy of Federal 501(c)(3)
2. Copy of Federal 990
3. Copy of List of Board Members
4. Copy By Laws
5. Complete Clark County Business License Application

Secondhand Dealer Class IV (Charitable- Used Motor Vehicles) Regulated Business License Checklist

- COPY OF YOUR CHARITABLE REGISTRATION**
- 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 (non-profit status):**
Please visit the [Nevada Secretary of State's](http://www.nevadasecretaryofstate.com) 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) 486-2280
- REGISTER WITH THE NEVADA DEPARTMENT OF TAXATION:**
You can now register online by visiting the [Nevada Department of Taxation](http://www.nevadadepartmentoftaxation.com) website or apply online at nvsilverflume.gov. Nevada Department of Taxation (1st 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 as Secondhand Dealer (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: \$45.00
- 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)

PLEASE RETAIN A COPY OF COMPLETED FORMS FOR YOUR RECORD