

## Receive a License Checklist

**Application Information**

Application Type / Source Receive a License Checklist BLT Entered  
Date Entered 03/24/2010

**Applicant's Response to License-Specific Questions**

No Credential-specific questions are associated with this license.

**Address / Contact Information**

Jacqueline R. Holloway  
Director

**DEPARTMENT OF BUSINESS LICENSE**

500 S GRAND CENTRAL PKY, 3rd FL  
PO BOX 551810  
LAS VEGAS, NV 89155-1810  
702.455.4252  
1.800.328.4813  
Fax 702.386.2168  
[http://www.accessclarkcounty.com/business\\_license](http://www.accessclarkcounty.com/business_license)

**BUSINESS HOURS ARE 8 AM TO 5 PM MONDAY - FRIDAY, EXCEPT HOLIDAYS**  
**APPLICATIONS ARE PROCESSED - 8 AM TO 4 PM**  
**APPOINTMENTS ARE ACCEPTED FOR REGULATED AND LIQUOR & GAMING**  
**APPLICATIONS - CALL (702) 455-3573**  
**APPOINTMENTS ARE ACCEPTED FOR CHILD CARE LICENSING**  
**APPLICATIONS - CALL (702) 455-3894**

**BUSINESS LICENSE CHECKLIST FOR RESIDENTIAL FACILITIES FOR GROUPS**

**Residential Facilities for Groups** is Any facility or establishment which furnishes food, shelter, assistance, treatment and limited supervision to any aged, infirm, mentally retarded, handicapped person, or to four or more females during pregnancy or after delivery regardless of age.

The following Licenses are required based upon your answers to licensing questions.

- **Residential Facilities for Groups** Category # 706 , Clark County Code Chapter(s) 6.12.870
- **The Clark County Code can be accessed through the County website**  
or <http://ordlink.com/codes/clarknv/index.htm>

**License Fees**

The fees are based on your selection of the following license types:

**Residential Facilities for Groups**

Application	45.00	
License Fee - Number of beds within facility	0.00	Semi-Annual Payment
<hr/>		
Total fees	45.00	

**MAKE CHECKS PAYABLE TO: CLARK COUNTY DEPARTMENT OF BUSINESS LICENSE**

**License Requirements****Approvals**

- **Assistant Operations Manager - General**  
Approval is required from the Assistant Operations Manager of the Clark County Department of Business License.
- **Zoning Approval Required**  
Contact the Current Planning Division for preliminary zoning review and confirmation that your

<http://blselfhelp/wizardPrintApplication.asp?headerIdnt=459913&user=936>

**EXHIBIT C – GroupHomes**  
**Document consists of 3 pages.**  
**Entire Exhibit provided.**  
**Meeting Date: 03-24-10**

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business activity can be approved at your business location. Current Planning is located on the first floor of the Clark County Government Center at 500 S. Grand Central Pkwy (702) 455-4314.

### Documentation - General

- **Application Forms**

Completion of the Nevada Business Registration Form and the Clark County Business License Supplement is required whether submitting your application by mail or in person. These forms are available at the Business License Department, 3rd floor of the Clark County Government Center, 500 S. Grand Central Pkwy or on the Internet at [www.accessclarkcounty.com](http://www.accessclarkcounty.com). Choose Public Records, Business License, Business License Forms.

- **Child Support**

The Federal Welfare Reform Act was implemented by the 1997 Session of the Nevada Legislature by SB 356. In all cases, Nevada law (NRS 425.520) prohibits the Business License Department from issuing a business license, permit, or certificate unless the owner of the business is in compliance with Child Support laws. If you will be submitting your application by mail, completion of the CHILD SUPPORT COMPLIANCE STATEMENT OR EXEMPTION FORM is required with appropriate signatures and social security numbers.

- **Fictitious Firm Name (DBA)**

If your business is using a fictitious firm name (DBA), you must register your fictitious firm name with the Clark County Clerks Office, Regional Justice Center, 200 S. Lewis Avenue, 3rd floor. (702) 671-0500. You may also visit their website at: [www.co.clark.nv.us/clerk/FFN.htm](http://www.co.clark.nv.us/clerk/FFN.htm) to print the appropriate forms needed. A satellite office is located on the 1st floor of the County Government Center at 500 S. Grand Central Pkwy. The fee is \$20.00.

- **Fire Department Survey Form**

Completion of the Clark County Fire Department's Permit Survey Form is required of all applicants. This form is available at the Business License Department, 3rd floor of the Clark County Government Center, 500 S. Grand Central Pkwy or on the Internet at [www.accessclarkcounty.com](http://www.accessclarkcounty.com). Choose Public Records, Business License, Business License Forms.

- **Proof of Rights to Business Property**

LEASE / RENT AGREEMENT - If you are leasing or renting a location, a signed agreement with the Owner / Landlord is required.

OR

SHARING SPACE - If you are sharing space with another business, a signed letter of authorization from the Owner is required.

OR

PROOF OF OWNERSHIP- Copy of Deed.

### Permits/ State Licenses

- **Nevada Department of Taxation**

Nevada sales and use taxes are payable on sales of tangible personal property. If your business involves retail sales, proof of compliance from the Nevada Department of Taxation is required. You may visit their office at 555 E. Washington Avenue, Suite 1300, Las Vegas, NV (702) 486-2300. You may also apply online at [www.nevadatax.nv.gov/web](http://www.nevadatax.nv.gov/web)

- **Nevada Health Division**

Licensure from the Nevada Health Division Bureau of Licensure & Certification is required. (702) 486-6515

- **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. You must provide our office with one of the following: a file stamped copy of your Articles of Incorporation, a Certificate of Good Standing, or a print out from their website at:

<https://esos.state.nv.us/SOSServices/AnonymousAccess/CorpSearch/CorpSearch.aspx>.

Secretary of State, Commercial Filings Division, 555 E. Washington Avenue, Suite 4000, Las Vegas, NV (702) 486-2880.

- **Nevada State License**

Proof of compliance with the Nevada State License Department is required. You may visit their office at 555 E. Washington Avenue, Suite 5200, Las Vegas, NV, (702) 486-2880. You may also apply online at [www.nvsos.gov](http://www.nvsos.gov).

- **Workers Compensation**

Affirmation of Compliance with Mandatory Industrial Insurance Requirements (form D-25) can be obtained from: <http://dirweb.state.nv.us/forms/d-25.pdf>. The link to the Division of Industrial Relations, Workers Compensation Section is: <http://dirweb.state.nv.us> or you may contact us at (702) 486-9080. All applicants should check with their worker's compensation insurance carriers.

### License Fee Information

- **Application Processing Fee**



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The processing fee of \$45.00 shown above in the fee section is per license category and is non-refundable.

- **Prorated Fees**

Fees may be prorated on a per month basis for the unused portion of the licensing period. If license application is denied or withdrawn, business license fees may be refundable upon written request.

- **Renewal Information**

Due date is defined as the day on which license renewal fees are due, and is the last day of the current licensing period on all licenses covered in Titles 6 and 7 of the Clark County Code. Payment for renewal of business licenses must be received by the 15th day following the due date. Payments received after the 15th day will be assessed penalties.

### Required Licensing Inspections

- **Building Department Inspection**

The Clark County Building Department will conduct an on-site inspection as a part of the licensing process.

- **Business License Technician Finalization**

A final application review and approval by a Business License Technician is required.

- **Fire Department Inspection**

The Clark County Fire Department will conduct an on-site inspection as a part of the licensing process.

- **Health District Inspection**

Approval from the Southern Nevada Health District is required. They are located at 625 Shadow Lane, Las Vegas, NV 89106. Phone: (702) 759-1258.

### Additional Information

- **License Issuance**

Per Clark County Code 6.04.090, most licenses must be approved or denied within 45 working days from acceptance of a complete application by this department. Please be aware that all inspections must be completed with sufficient time for license approval. DUE TO INSPECTION REQUIREMENTS, WE ARE NOT ABLE TO ACCEPT GENERAL BUSINESS LICENSE APPLICATIONS UNTIL 45 WORKING DAYS PRIOR TO THE BUSINESS OPENING DATE.

### Additional Facts

- **MAKE CHECKS PAYABLE TO: CLARK COUNTY DEPARTMENT OF BUSINESS LICENSE**
- **EMPLOYMENT SECURITY DIVISION:** Any business that employs one or more workers is an "employing unit" and must register with the Nevada Unemployment Compensation Program. Registration is done by submitting the NEVADA BUSINESS REGISTRATION FORM to the division as soon as employees are hired. 3405 Maryland Parkway, Las Vegas, NV 89109 Phone: (702) 486-0250 Fax # (702) 486-8226
- **FIRE DEPARTMENT:** If you use or store ANY hazardous materials or waste, you are required to contact the Clark County Fire Department at 455-7316, for guidance on proper storage and disposal.
- **BUSINESS LICENSE MAILING ADDRESS:** When mailing any documentation directly to our office using Next Day Service or delivery, please address to: 500 S. Grand Central Pkwy, Las Vegas, NV 89106.
- **PLEASE RETURN THIS CHECKLIST AT THE TIME OF APPLICATION.**
- **WE CHARGE \$1.00 PER PAGE FOR REQUESTED COPIES.**

### INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED.

#### Additional Licensing Agencies:

**Boulder City Licensing:** 401 California Ave (702) 293-9219  
**Henderson Licensing:** 240 Water St, Room 108 (702) 267-1730  
**Las Vegas Licensing:** 400 Stewart Ave., 3rd Floor (702) 229-6281  
**North Las Vegas Licensing:** 2266 Civic Center Dr. (702) 633-1520  
**Mesquite Licensing:** 10 E. Mesquite Blvd. (702) 346-5295

#### Frequently Called Numbers:

**State Contractors Board** (702) 486-1100  
**County Clerk** (702) 455-3156  
**Current Planning (1st Floor)** (702) 455-4314  
**Secretary of State** (702) 486-2880  
**State Dept of Taxation** (702) 486-2300

#### DIRECTIONS:

**STATE BUILDING:** State of Nevada Department of Taxation (1st Fl), Secretary of State (4th Fl) - 555 E. Washington, North (Right) on Grand Central Pkwy to Bonneville, turn right. Take Bonneville to Las Vegas Blvd N, turn left, then right on Washington. The State Building is on the left side.