

Business Licensing Guide

1 East First Street, 2nd Floor
Reno, NV 89501

PH | (775) 334-2090
www.onenv.us

Reno.Gov/BusinessLicense
Service.Reno.Gov/Reno

Application Process

A business license application may take 30-90 days to process depending on the business activity and necessary approvals. Please plan accordingly and ensure that all required forms are included in the packet with your completed application to avoid delays in processing. Incomplete applications cannot be accepted until all appropriate fees are paid.

Initial application and review fees can vary depending on reviews needed and description of business. We recommend calling the Business Licensing Dept for an accurate fee quote. You may submit your application in person or online.

Once your application has been accepted, the Business Licensing Dept will start the licensing process by notifying the appropriate departments to review your application.

The Business Licensing Dept will complete the final approval once all reviews and inspections are complete, and all fees are paid in full.

Business License Application Review

Building Division - (775) 393-1044 BuildingCompliance@Reno.Gov

Building review is required for businesses that are making building improvements to the location or changing the use of the previous business (if any) in that location. If you have already completed the building permit process, this review will verify the approved building inspections and the issuance of building permits. If building permits are still required or open permits exist, the business license application will not be approved until all have been completed and signed-off.

Environmental Control - (775) 334-4230

Environmental Control review is required for all businesses that impact the sewer and storm drain systems (e.g., food service, auto repair shops, car washes, dry cleaners, etc.).

Planning Division - (775) 321-8309

Planning review is required for every business license application with a commercial address. The Planning Division will review the address provided to ensure that the business description meets zoning code requirements for that location. Certain uses may require a special/conditional use permit, subject to review and approval by the City Planning Commission.

Reno City Council

Council review is required for applications for gaming, liquor, cannabis establishments, pawnbroker, secondhand merchandise, escort services, auctioneers, and interactive cabarets.

Reno Fire Department - (775) 334-2300 RFDBusinessLicense@Reno.Gov

Fire prevention review is required for all businesses at a commercial location which are not considered a shared use space (e.g., renting a space in an existing business such as a hair salon, insurance agency, etc). Fire review may also be required for certain home-based businesses such as group homes.

Reno Police Department - (775) 334-3875

Police review is required for businesses that conduct privileged business activities per Title 5 of Reno Municipal Code.

Northern Nevada Public Health (NNPH) (775) 328-2434 - www.nnph.org

NNPH review is required for all businesses that are conducting food service or otherwise impacting public health (e.g., schools, recycling centers, hotels/motels, etc.). NNPH will review any impacts on public health. If you have already completed the NNPH permit process this review will verify the issuance of a health permit to operate. If health permits are still required, the business license application will not be approved until permits have also been completed.



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Application Checklist

- State of Nevada Business License**
(775) 684-5708 or
www.nvsilverflume.gov

- Nevada Sales and Use Tax Permit**
(866) 962-3707 or mynvtax.nv.gov

- Affidavit of Compliance with Industrial Relations Requirements (D-25 Form)**
www.dir.nv.gov

- Washoe Fictitious Name Filing**
(if applicable) (775) 784-7287

- Business License Application**

- Business Review Form**

- Privileged Business License Application** (if applicable)

- All applicable fees**

Fees

Application Fees Due at time of Submittal

Application Processing Fee	\$ _____	Commercial Locations: \$40 Home-Based/Not in City: \$25
License Fee	\$ _____	Compute from table below
Planning Review Fee*	\$ _____	Commercial \$85 Home-Based \$36
Building Review Fee*	\$ _____	Commercial \$85.75 Home-Based \$36.75
Fire Inspection Fee*	\$ _____	If applicable: \$100
Environmental Control Inspection Fee*	\$ _____	If applicable: \$217.56
Penalty (50% of license fee)	\$ _____	If business has commenced, add penalty. RMC 4.04.140
Other	\$ _____	

**Please note: additional fees may be required based on additional permits to be determined by the respective department at the time of inspection.*

TOTAL FEES DUE \$ _____

Reno Municipal Code (RMC)

RMC may be viewed in the City Clerk's Office or at www.MuniCode.com. The Business Licensing Department strongly recommends that all applicants become familiar with the sections of RMC that govern their business activities in Reno.

General Business Activities

- 4.04 - Business License Code
- 4.05 - Mobile Vending Units
- 4.06 - Motel Inspection Program
- 4.07 - Adult Business

Privileged Business Activities

- 5.05 - Privileged License and Permits Code
- 5.06 - Adult Interactive Cabarets
- 5.07 - Alcoholic Beverages
- 5.08 - Pawnbrokers and Secondhand Dealers
- 5.09 - Auctions and Auctioneers
- 5.10 - Escort and Out Call Services
- 5.11 - Gaming
- 5.12 - Peddlers, Solicitors & Temp. Merchants
- 5.15 - Sidewalk Vendors
- 5.16 - Towing and Booting Companies
- 5.17 - Vehicles for Hire
- 5.19 - Tobacco Paraphernalia Retailer
- 5.22 - Cannabis Establishments
- 5.23 - Massage Establishments

Compute License Fees Based on Gross Receipts:

If Total Gross Receipts are:	Then Fee is:
\$0 through \$20,000	\$70.00
\$20,001 through \$100,000	\$150.00
\$100,001 through \$5,000,000	.00085 times amount over \$100,000 plus \$150
Over \$5,000,000	.00065 times amount over \$5,000,000 plus \$4,315

Proof of Submission

Date application received: _____

BL Tech name: _____

BL Tech contact: _____

Account number: _____

Reviews to Be Completed (see other side for contact information)

- | | |
|---|---|
| <input type="checkbox"/> Building Review | <input type="checkbox"/> Fire Review |
| <input type="checkbox"/> Environmental Control Review | <input type="checkbox"/> Police Review |
| <input type="checkbox"/> Planning/Zoning Review | <input type="checkbox"/> Northern Nevada Public Health Review |
| <input type="checkbox"/> Council Review | <input type="checkbox"/> _____ |

