



New Business Licensing Application Guide

Visit our online guide at

blc.reno.gov*

for a step-by-step look at how to obtain a City of Reno business license.

*Portal is intended for businesses with a physical location in the City of Reno.

Application Review Process

Submit your application online through www.onenv.us or in person at City Hall. All required fees must be paid before your application can be accepted. Fees vary by business type, contact the Business Licensing Department for an accurate quote. Once your application is accepted, the Business Licensing Department will begin the licensing process by forwarding it to the appropriate departments for review. Final approval will be issued after all reviews and inspections are completed and all fees have been paid in full.

Business License Inspections/Approvals

A business license application may take 30-90 days to process depending on the business activity and necessary approvals. Inspections or reviews may be required by the following departments:

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

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.

Planning Division - Planning@Reno.Gov - (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 conditional use permit, subject to review and approval by the City Planning Commission.

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

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.

Environmental Control Division - EnvCtrl@Reno.Gov - (775) 334-4230

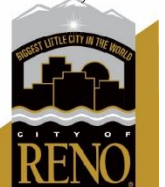
Environmental Control review is required for all businesses that impact the sewer and storm drain systems (e.g., food service, auto repair shops, car washes, dry cleaners, etc.).

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

NNPH review is required for all businesses that are conducting food service or otherwise impacting public Health. 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.

Reno Police Department and/or Reno City Council Approval

Police review is required for businesses that conduct privileged business activities per Title 5 of RMC. Council approval is required for applications for gaming, liquor, cannabis establishments, pawnbroker, secondhand merchandise, escort services, auctioneers, and interactive cabarets.





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Application Checklist

The following documents are required to be filed with the respective departments prior to an application submittal with the City of Reno:

- **State of Nevada Business License** – www.nvsilverflume.gov – (775) 684-5708
- **Nevada Department of Taxation Registration** – www.mynvtax.nv.gov – (866) 962-3707
- **Affidavit of Compliance with Industrial Relations Requirements (D-25 Form)** – www.dir.nv.gov
- **Washoe County Fictitious Name Filing (DBA)** – www.washoecounty.gov/clerks – (775) 784-2787

Additional documents may be required to verify state-regulated activities, e.g., Nevada Contractor's Board License, Massage License, Cosmetology license, etc.

Visit www.Reno.Gov/BusinessLicense for a current fee schedule of license fees and inspection costs.

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

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

Business License Contact Information

Email: Businesslic@reno.gov

Phone: (775) 334-2090

In Person: 1 East First Street, 2nd Floor, Reno Nevada 89501

General Licensing Information: www.Reno.Gov/BusinessLicense

Apply or Manage Your Business License: www.onvvnv.us

New Business License Guide: blc.reno.gov

