



Business License COVID-19 Economic Relief Program

Updated June 2, 2020

The City of Reno is offering several options to provide economic relief to businesses impacted by the COVID-19 public health emergency.

- Businesses who qualify and want to participate in the program must follow the identified instructions in the tables below.
- The City may follow up with you for additional information to determine your eligibility.
- The payment extension may not be combined with or added to any other extension allowance. However, you may request a different extension period on a case-by-case basis as described below in this table.
- Your request will be reviewed and the City will confirm your eligibility within 28 days of receipt of application.
- **Payment must be received by the extended deadline. These extensions replace all standard grace periods. Standard penalties for late payments will apply.**

If you have any questions about the options or would like to share other relief ideas that would benefit local businesses, please contact the City of Reno at 775-334-2090 or businesslic@reno.gov.

| Payment Deadline Extension Options | | |
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| If your.... | Then... | Action you need to take to participate in the program |
| Annual or quarterly business license fee is due between March 27, 2020 and April 30, 2020. | The deadline to file your renewal and pay the fees is extended an additional 30 days from your original due date. | You do not need to take any action. Your filing and payment date will be extended automatically. |
| Annual or quarterly business license fee is due between March 12, 2020 and 90 days following the date when the Governor terminates the business closure directive for your business <u>AND</u> You had to close all or a part of your business operations due to the business closure directives issued by the State of Nevada in relation to the COVID-19. | You qualify to apply for an extension on your payment. The new deadline may be extended to 90 days from the date when the Governor terminates the business closure directive for your business. | You must fill out the Reno COVID-19 Business License Relief Request Form at Reno.Gov/BusinessLicense. <u>Please apply as soon possible.</u> The last day applications will be accepted is your business license expiration date or 14 days from the date when the Governor terminates the business closure directive for your business, whichever is later. |

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| <p>Annual or quarterly business license fee is due in 2020</p> <p><u>AND</u></p> <p>You are unable to pay your annual or quarterly renewal fees due to the COVID-19 public health emergency.</p> | <p>You qualify to request a payment extension or payment plan on a case-by-case basis.</p> <p>For requests to extend payment by up to 90 days, the business will be requested to show an impact to their business, including but not limited to:</p> <ul style="list-style-type: none"> At least a 20% loss in gross receipts during the business closure directive period compared to the prior year. <p>The City reserves the sole right and authority to approve, deny, or approve such requests with conditions including but not limited to financial security to assure future payment.</p> | <p>You must fill out the Reno COVID-19 Business License Relief Request Form at Reno.Gov/BusinessLicense.</p> <p><u>Please apply as soon possible.</u></p> <p>The last day applications will be accepted is 90 days from the date when the Governor terminates the business closure directive for your business.</p> |
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| Fee Reduction Options* | | |
|---|---|---|
| If your... | Then... | Action you need to take to participate in the program |
| <p>Annual or quarterly business license fee is based on a flat rate (such as a rate per license, per room, per gaming device, etc.) rather than a percentage of revenue</p> <p><u>AND</u></p> <p>You had to close all or a part of your business operations due to the business closure directives issued by the State of Nevada in relation to the COVID-19 emergency.</p> | <p>You are eligible to apply for a fee reduction.</p> <p>The flat rate portion of the quarterly business license fee may be prorated to not charge for the days in which you closed your business as required by the state business closure directives.</p> <p>If you already paid those fees, you may apply for a credit.</p> <p>If you have multiple license types:</p> <ul style="list-style-type: none"> The flat rate fees for the business components that were required to close will be prorated. The fees for the business components that were not required to close will continue to be applied. | <p>You must fill out the Reno COVID-19 Business License Relief Request Form at Reno.Gov/BusinessLicense.</p> <p><u>Please apply as soon possible.</u></p> <p>The last day applications will be accepted is 14 days after the date when the Governor terminates the business closure directive for your business.</p> |