



CHECKLIST/INSTRUCTIONS - CHANGE OF LOCATION

DEFINITIONS:

6.06.210 - Changes—Approval required when.

Prior approval must be obtained for a licensee or person approved for suitability to do any of the following acts:

- (A) Convey the license from one person to another or establish the license in a different entity;
- (B) Transfer any ownership interest or voting control to a person who, because of the transfer, would be required to be approved for suitability;
- (C) Alter the licensed business operations in a significant way from the operations previously approved;
- (D) Change the location of a license from one premises to another premises within the City limits;**
- (E) Change the name of the business operating under a license.

Such prior approval may be granted by the Director in the case of the changes described in Subsections (D) and (E), but must be granted by the City Council otherwise.

*** IMPORTANT ***

Applications are taken by appointment only, Monday through Thursday.

To make an appointment, call **(702) 229-1840**.

If you are more than 15 minutes late, your appointment will be cancelled.

Incomplete applications will not be accepted.

NOTE: If located outside of the city limits, refer to section 2.

SECTION 1 - REQUIRED FORMS

- [Las Vegas Business License Application](#) (Form #BL001)
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- [Drug Acknowledgement Statement](#) (Form # PL108), only applicable if selling tobacco or related items
- Leased Location:** Properly executed Lease Agreement. Authorized privilege business activity must be included in the use of the premise. Tenant name on the Lease must match the legal entity name used on the business license application. May be contingent on approval of license.
- Owned Property:** Escrow Instructions or copy of Assessor's record
- Special Use Permit (SUP) approval from the Planning Department. Contact a Planner for more information at 702-229-6301.

ALCOHOL SECURITY PLAN

- Security Plan:** A statement and floor plan that describes security measures that will be taken to control the alcohol and maintain public safety. This statement should include the following, as applicable: who will provide security and the number of security guards on duty; identification of who will conduct the age verification checks and where they will be conducted; security screening measures (pat downs, wands, metal detectors, etc.); identification of roaming security if they are not identified on the site plan; the frequency of parking lot/bathroom security checks; acknowledgement that alcohol will not be brought into, or leave the licensed premises.
- Floor Plan (On-Sale):** The floor plan must depict the actual seating and barrier set up for all "on-site" alcohol establishments (L01, L09, L13, L16, L19, L21, L25, L28, L30, L38, L41, L42, L43). This means the floor plan must have the actual barrier and seating count on for dining rooms, lounges and bar stools and outdoor dining seating areas, if applicable. The floor plan must indicate areas that will only allow access to patrons 21 years and older include wording for signage.
- [No One Under 21 Allowed Beyond This Point \(English 8.5 x 11\)](#)

ALCOHOL SECURITY PLAN (Continued)

- Floor Plan (Off-Sale):** The floor plan must depict the overall general square footage, the general retail areas and square footage and the designated alcohol display areas with square footage for all "off-site" alcohol establishments (L10, L15)

SECTION 2 - REQUIRED FORMS FOR OUTSIDE OF THE CITY LIMITS

- [Las Vegas Business License Application](#) (Form #BL001)
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- Primary Jurisdictional License Licensing

FEES: (All fees are non-refundable)

CLV Business Licensing Fees:

- Initial Processing Fee: \$100.00
- License Fee: based on license category, pro-rated based on submittal date

Other Fees:

- If your items need to be notarized, this service can be provided during your appointment for an additional \$5.00 per signature.
- If we make any copies, you will be charged \$1.00 per page

