



CHECKLIST - CHANGE LOCATION / NAME / OWNERSHIP

CHANGE OF LOCATION

- [Las Vegas Business License Application](#) (Form #BL001)
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- 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
- Primary Jurisdictional License Licensing (If located outside the City of Las Vegas jurisdiction)

CHANGE OF NAME

- [Las Vegas Business License Application](#) (Form #BL001)
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- File stamped copy of Certificate of Business Fictitious Firm Name (www.clarkcountynv.gov)

CHANGE OF OWNERSHIP

NOTE: If the business is changing the operating entity or has a change of ownership 50% or greater it will require a new business license packet to be submitted, see [Preliminary Checklist - New Business](#).

- [Las Vegas Business License Application](#) (Form #BL001)
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- Nevada Secretary of State Registration Certificate or Notice of Business Exemption (www.nvsos.gov)
- [Temporary License Request](#) (if applicable) (Form #PL200)

BACKGROUND CHECK DOCUMENTS: (only required for a Change of Ownership)

- [Waiver of Suitability Request](#) (Form #PL225)
- Copy of Driver's License or State-issued Identification Card

OR

- [Personal History Form](#) (Form #PL125)
- One (1) current photo of head and shoulders, passport size --approximately 2"x2" (**Must be less than 6 months old**)
- Copy of Driver's License or State-issued Identification Card

If born **IN** the United states or abroad to U.S. citizens:

- Copy of Birth Certificate

If born **OUTSIDE** the United states or abroad to U.S. citizens, provide one of the following:

- Naturalization Certification
- Copy of Permanent Resident Card
- Employment Authorization Card

OWNERSHIP DOCUMENTS: (only required for a Change of Ownership)

Trusts:

- Complete Trust Agreement and Amendments

Corporations:

- Meeting minutes or bylaws detailing current officers, directors, and shareholders
- Legal document listing stockholders holding more than 10% and/or involved in the day-to-day operation

Limited Liability Companies (LLC):

- Operating Agreement (must include management and membership percentage details)

Partnerships and Limited Partnerships:

- Partnership Agreement

FEES: (All fees are non-refundable)

- Initial Processing Fee: \$100.00
- License Fee: based on license category, pro-rated based on submittal date
- Notary Fee: \$5.00 per stamp

****Change of Ownership applications will also require the below fees in addition to the afore mentioned fees.****

- Temporary License Request (if applicable): \$500.00
- Waiver Request fee (if applicable): \$100.00 person
- LVMP Background Check Fee (if applicable): \$150.00 per person being investigated

NOTE:

- Documents will need to be submitted by appointment only. DO NOT e-mail this packet or any portion of this packet unless directed so by a License Technician.
- Upon review of the application, additional documents may be required to be submitted.