



## 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](http://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](http://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.