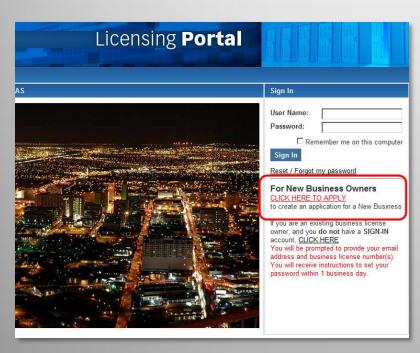
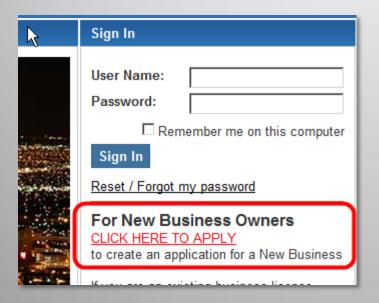


Welcome to our on-line general license application system. If you are applying for a new business license and are a first time user you must first create an account with a user name and password.



Select the "For New Business Owners" section. This is the section outlined in RED on this illustration.



To start the application process, click the red link that says: CLICK

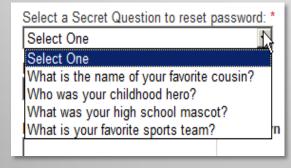
HERE TO APPLY

WELCOME TO THE CITY OF LAS VEGAS
Create a user name for your business, and provide an email address that correspondance can be sent to.
*= Required Information
Enroll as a:
Create a username for the business. (No spaces allowed) *
Create a password for your business * (Password minimum length of 5 is required.)
Retype Password: *
Select a Secret Question to reset password: * Select One V
Enter your Secret Answer: *
Eller your decide? Allower.
Enter the name the business will be known as (DBA or Fictitious Name)*
Mailing Address:*
City:* State/Province:* Postal Code/Zip:* Nevada
Country:
Daytime Phone: Evening Phone:
Fax Number: Mobile Phone:
Business's Email:*
Cancel Next

This will take you to a screen where you will enter your basic business information and create a username and password for your business account.

*= Required Information
Enroll as a:
Company
Create a username for the business. (No spaces allowed) *
Create a password for your business * (Password minimum length of 5 is required.)
Retype Password: *

All fields marked with a red asterisk are required. Pick a user name for your business and a password. Spaces are not allowed.



Next, select a secret question and answer.

Select a Secret Question to reset password: *
Who was your childhood hero?

Enter your Secret Answer: *

This secret answer will be required if you ever need to reset your password.

Enter the name the business will be known as (DBA or Fictitious Name)*

Next, enter the name your business will be known by. This should be the name on the sign outside or the name your customers will know you by, not a parent corporation or LLC name.

Mailing Address:*		_
City:*	State/Province:*	Postal Code/Zip:*
	Nevada 🔻	
Country:		

Next, enter your mailing address. This does not need to be the same as your business location.

Daytime Phone:*	Evening Phone:
Fax Number:	Mobile Phone:
Business's Email:*	
•	
Cancel Next	
Cancel Next	

Finally, enter a daytime phone, plus any other contact numbers you choose to provide, and your e-mail. The daytime phone is one that city staff will use to schedule inspections, so please provide one that will be answered during normal business hours. Please be absolutely sure your e-mail address is typed correctly, as that will be the Business License Division's primary means to contact you.



When you have completed all the required fields and are sure all your entries are correct, click the NEXT button at the bottom of the page.



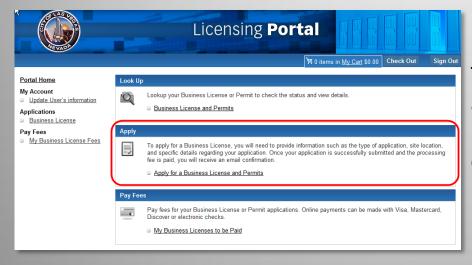
You should now see a page that displays the information you entered. Please take a moment to review it and be sure it is correct. If you wish the make any changes, there is a link provided for that. Assuming this is your first time submitting an application for this business, you should also see a message telling you that we do not have a matching record already in our system. When you are sure all your information is correct, click the Submit button at the bottom of the screen.



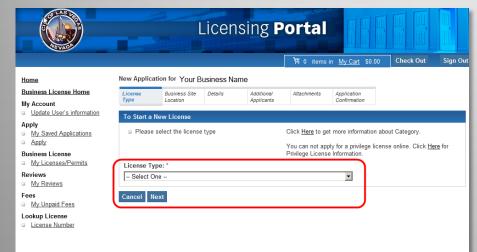
You should now be taken to a screen confirming your registration. Click on the link provided to go back to the licensing portal and sign in using your new user name and password to continue with the application process.



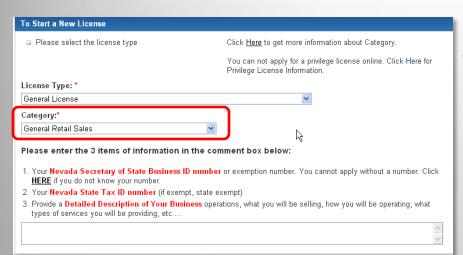
At the licensing portal, enter your new user name and password to sign in.



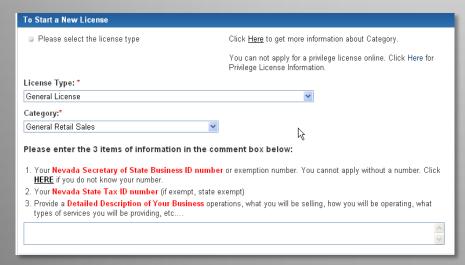
To continue with your license application, use the "Apply" option in the center of the screen. Click on the link that says "Apply for a Business License and Permits."



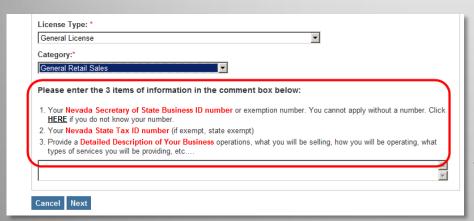
The next page will ask you to select a license type from a drop-down list. For new licensees, always select "General License." You cannot currently apply for a privilege license online.



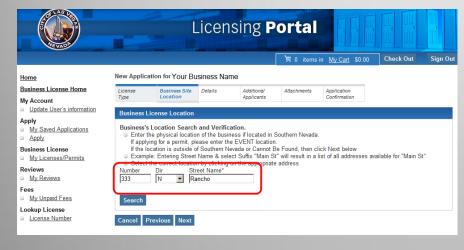
The window will expand to show a field where you can select your business type from a dropdown list. You can click on a link at the top to get information about the different categories



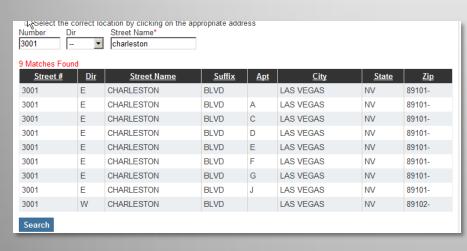
If you cannot find a matching category, select "General Retail Sales" or "General Services" Our staff will review a detailed description that you will enter in the next step and select the best match.



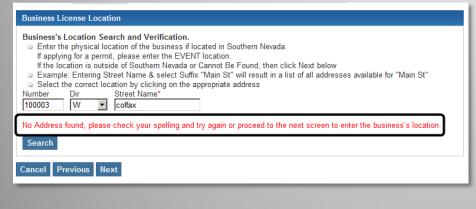
In the box below you will be asked to provide 3 pieces of information. The first item requested is the State Business ID number issued by the Nevada Secretary of State. For your convenience a link has been provided to search for that number. The second item is the Nevada State Tax ID number issued by the Nevada Department of Taxation. If you are exempt from state sales and use tax permit enter "exempt." Finally, the third item is requesting a detail description of the business activity you are applying for. Please be as specific as possible to help us categorize your license(s) correctly.



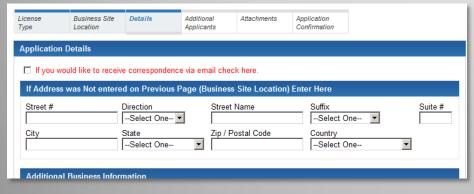
Next enter the physical location of your business if located in Southern Nevada. If applying for a permit tell us the physical location of the event. If your address is located outside of Southern Nevada you will enter the address on the next page. Enter the street number, direction, if any, and the street name, and click the NEXT button.



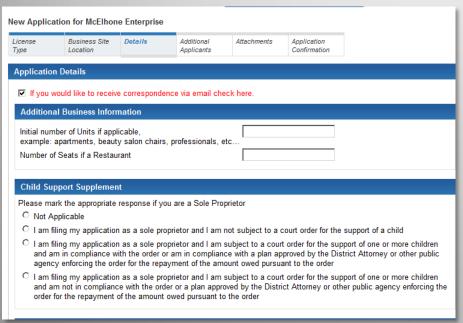
If our system finds multiple possible matches for the address you entered, including suite numbers, a list will be displayed. Select the correct one from the list and click NEXT.



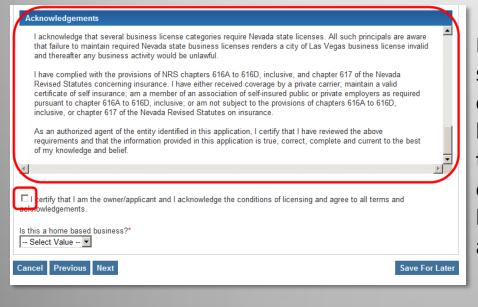
If no match is found, a message will be displayed asking you to check the information. If it appears correct and you are sure your address is inside Southern Nevada, try entering the information again without the street direction. If the address is still not found, click NEXT where you can enter the address on the next page.



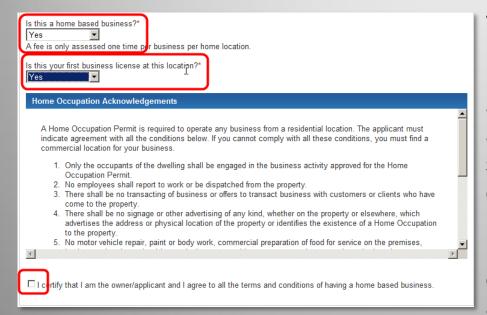
If no address match was selected, the next screen will display fields where you can enter any address, including out-of-state or Canadian addresses.



Also on this page is a check box to check if you would like to receive all of your correspondence via email and no longer received paper renewals or notices. There are several other blanks to be completed for businesses that pay fees based on the number of professionals employed there or other incremental fees. Be sure to read carefully and complete all information requested for your business type.



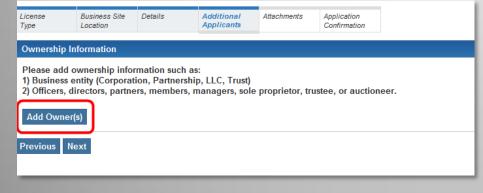
Near the bottom of the screen is a scroll box containing the terms and conditions of issuance of your business license. Please scroll through and read these conditions carefully before you check the box below certifying that you acknowledge and agree to them.



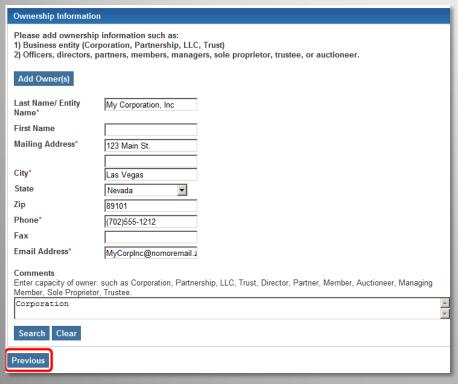
The last portion of the page asks whether your business will be based at your home. If you select "Yes" in response to that question, a second question will appear and a response is required. Another scroll box will open to display the conditions under which a business may be licensed at a home. Please read these carefully before checking the box certifying that you agree to these terms and conditions.



At this point, you may save your application for later use or you may proceed to the next step. If you are unsure you will be able to complete the application at this time, select the "Save" option.



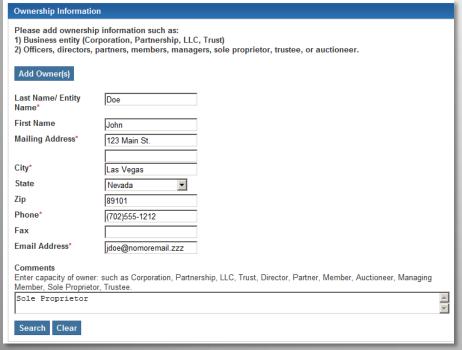
Your next step is to add ownership information. To do this, click the Add Owner(s) button. You must enter a record for the business entity and each individual involved in the business.



When entering the business entity such as the corporation or LLC list the name as it appears with the Secretary of State's Office on the first line.

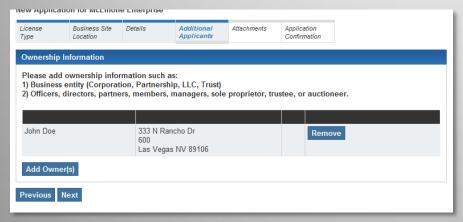
In the comments box please tell us the type of business entity.

Hit Search when you are done.

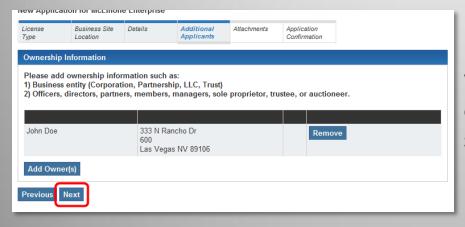


For individual owners such as officers, partners, members, sole proprietors, etc.. enter a record for each person.

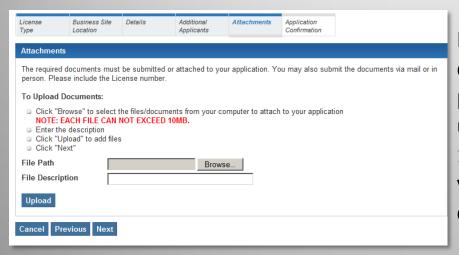
If you feel that you or any individuals you are adding as owners are already in our system, you can enter a name and hit the search button. If a match is found, you can use that existing record rather than adding a new one.



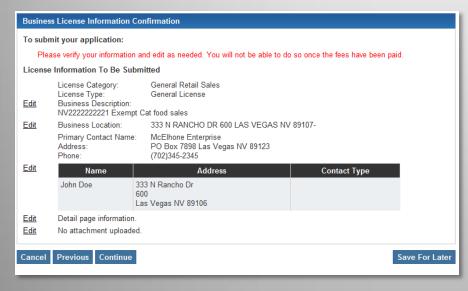
When you have added an individual or corporate owner, you will be returned to the previous screen, where you will see a list of owners added so far and have the option of adding more or deleting any added in error.



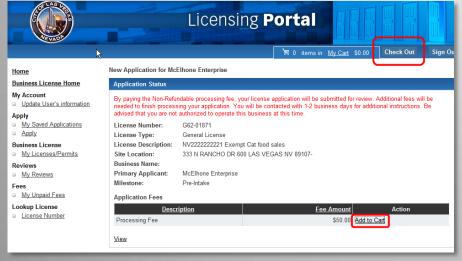
When you have completed adding owners, you can move to the next stage by clicking "Next."



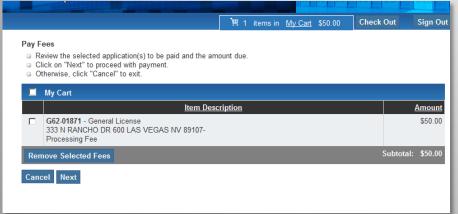
If you wish to attach electronic copies of documents such as floor plans, letters, etc., you may do so using the next page. Note the 10MB limit on the file size. When you have completed this process, click "Next."



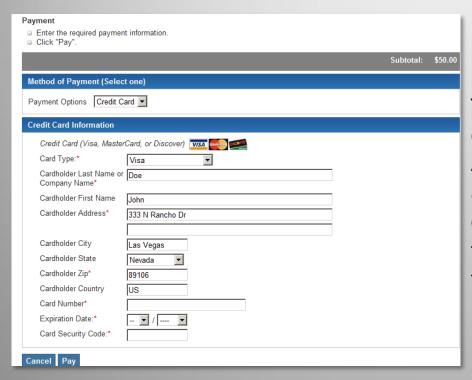
You will now be taken to a page where you can review the information submitted and make any necessary changes, save the application for later, or continue.



When you click "Continue," you will be taken to a page where you can add your business license application to your shopping cart and proceed to checkout. Click "Add to Cart" to add the fee, then click on the Check Out tab at the top of the page.



You'll then see a page where you can review fees due and select those to pay at checkout. When you have done so, click "Next" to check out.



The next screen will provide the option of paying by credit card or ACH check. Enter your information and click the "Pay" button to complete your application. You will then be taken to a printable receipt form.

Application Status

By paying the Non-Refundable processing fee, your license application will be submitted for review. Additional fees will be needed to finish processing your application. You will be contacted with 1-2 business days for additional instructions. Be advised that you are not authorized to operate this business at this time.

License Number: PMT14-01022 License Type: Permit

License Description:

Site Location: 200 FREMONT ST LAS VEGAS NV 89101-

Business Name:

Primary Applicant: Hello Kitty

Milestone: Admin Pre-Review

View &

Once paid your application has been submitted for review. A technician will get back to you in 1 to 2 business days. Additional fees will apply. You may not operate your business until all fees are paid and you application has been approved.

