



**RESTRICTED GAMING and ALCOHOL CHECK LIST**

- Las Vegas Business License Application
- Temporary Request Form (optional)
- Financial Questionnaire and documentation to support sources of funding
- Alcohol Ownership Management Acknowledgement Notice

**Corporations**

- Most recent Form 10-K filed with SEC
- Organizational chart of related companies
- List of officers and directors as filed with the Secretary of State

**NOTE: If the ownership structure of the entity applying for the license is made up of other entities (i.e., the member of an LLC is a corporation and another LLC), you are required to supply documents for both LLCs and the corporation as outlined under the entity type**

**Trusts**

- Complete Trust Agreement and Amendments
- List of all Trustees

**Limited Liability Companies (LLC)**

- Articles of organization
- Operating agreement
- List of members and contributions if not included in operating agreement

**Location lease agreement or proof of property ownership**

**File stamped copy of Certificate of Business Fictitious Firm Name** (Clark County Clerk, 200 Lewis Ave or 500 S. Grand Central Pkwy)

**If change of ownership on existing business:**

- Purchase & sale agreement or escrow instructions signed by all parties
- Transfer of Business License (if purchasing existing liquor or pawnbroker license)

**Detailed drawing to scale floor plan** (for Beer/Wine/Cooler On-sale, Beer Wine Cooler On-Off sale, Supper Club or Urban Lounge)

**Complete menu** (for Beer/Wine/Cooler On-sale, Beer/Wine/Cooler On-Off sale, or Supper Club)

**Suitability package for each "Principal" as defined by LVMC 6.02.010 (Must be typed or printed in INK or application will not be accepted):**

- Personal History Form or State Gaming Applications
- U.S. Military Discharge Form DD2214 or equivalent if served in another country (if applicable)
- 1 Current photo of head and shoulders (Passport size - approximately 2" X 2" - **Must be less than 6 months old**)
- Driver's license or state issued identification card

If born **IN** the United States or abroad to U.S. citizens provide one of the following:

- Certified copy of Birth Certification
- Copy of Certification of Birth Abroad

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

**Fees:**

- Initial Processing Fee: \$100.00
- Temporary License Request: \$500.00 - Optional
  
- Semi-annual license fees - based on number of machines:
  - 1 - 5 machines: \$50.00 per machine
  - 6 - 15 machines: \$60.00 per machine
- Quarterly Convention Hall Gaming Tax - base on number of machines
  - 1 - 12 machines: \$.25 per machine
  - 13 - 15 machines: \$.75 per machine

**Suitability Fees:**

- \$150.00 per person being investigated
- \$200.00 per privilege license

**Other:**

- Applications are taken by appointment only, Monday through Thursday. **Call 702-229-1840** for appointment  
Your appointment time is scheduled for: \_\_\_\_\_. **Please Note:** if you are more than 15 minutes late, your appointment will be cancelled. You will have to call back to reschedule.
  
- Special Use Permit may be required. Check with the Planning & Development at 333 N. Rancho Drive, (702) 229-6301 for any zoning concerns. Please call the Planning Department for their fees for the Special Use Permit.**
  
- Health Permit/Card (560 N. Nellis Blvd.)
- State Business License (555 E. Washington Ave.)
- Proof of NV Sales Tax ID (555 E. Washington Ave.)
- Space Lease Participation Agreement
- Number of Slot Machines at Location \_\_\_\_\_
- Employer/Employee Notice
- Beer/Wine Notice
- Work Card
- Alcohol Awareness Card
- Copy of Nevada Gaming License Application

**IMPORTANT: Return this checklist with the original packet PLUS a copy of the original packet. If we make any copies you will be charged \$1 per page. Notary Services are also offered in our office for a fee.**