



MARIJUANA TESTING LABORATORY CHECKLIST

- [Las Vegas Business License Application](#)
- [Personal History Form](#)
- Financial Questionnaire and documentation to support sources of funding
- Copy of State License from the Department Of Taxation

PARTNERSHIPS

- Partnership Agreement
- List of Partners if not in the agreement

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

LIMITED PARTNERSHIPS

- Partnership Agreement
- List of Partners and contributions

CORPORATIONS

- Most recent Financial Statements
- List of stockholders holding more than 10%
- List of officers and directors as filed with Secretary of State
- Most recent Annual Report (publicly traded); or
- Form 10-K filed with SEC (publicly traded)
- Articles of Incorporation
- Chart of related corporation (if applicable)

LIMITED LIABILITY COMPANIES (LLC)

- Articles of Organization
- Operating agreement
- List of members and contributions if not included in Operating Agreement
- File stamped copy of Certificate of Business Fictitious Firm Name** (Clark County Clerk, 200 Lewis Ave. or 500 S. Grand Central Pkwy.)
- Leased Location - properly executed lease agreement or proof of property ownership** (may be contingent on approval of license)
- Owned Property - Escrow instructions or copy of Assessor's record**

**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](#)

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

- Certified copy of Birth Certificate
- 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

- 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

FEES (Checks must be made payable to the City of Las Vegas)

- Original License Fee: \$10,000.00
- Initial Processing Fee: \$100.00
- Suitability Fees:
 - \$150.00 per person/principal 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.
- A Special Use Permit may be required for this license. Apply with the Planning Department at (702) 229-6301. Please contact them regarding fees for the permit.
- State Business License - Secretary of State
- Taxation
- [Drug Paraphernalia Statement](#)
- [Insurance](#)
- [Bond](#), if applicable
- [Temporary License Request - PL200](#)
- \$500 Temp Request Fee

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.