



## CHECKLIST/INSTRUCTIONS - MARTIAL ARTS INSTRUCTION BUSINESS

### DEFINITIONS:

#### [LVMC 6.53.020](#)

**Martial Arts** - a self-defense or combatant sport, activity or skill in which, unaided or only incidentally aided by weapons or instruments used as weapons, a person employs parts of his body including without limitation hands, arms, feet, legs, shoulders and hips to physically defend against or assail another person and includes such self-defense and combatant disciplines commonly known as aikido, hapkido, judo, jui jitsu, karate, kendo, kung fu and tae kwon-do as well as variations or combinations thereof regardless of the names by which such disciplines are identified, but excluding therefrom American boxing and wrestling.

**Martial Arts Instruction** - a program of guidance, lessons, orientation, procedures, teaching or training of a person in martial arts but which may include other services whether given to such person individually or as a member of a group.

**Martial Arts Business** - a commercial business that provides self-defense or combatant sport, activity or skill in which unaided or only incidentally aided by weapons or instruments used as weapons, a person employees parts of his body including without limitation hands, arms, feet, legs, shoulders and hips to physically defend against or assail another person and includes such self-defense and combatant disciplines commonly known as aikido, hapkido, judo, jui jitsu, karate, kendo, dung fu and tae kwon-do as well as variations or combinations thereof.

**Instruction** - program, guidance, lessons, orientation, corporation, entity, including any franchise entity, establishment, organization, partnership or sole proprietorship.

**Martial Arts Studio** - any fixed location or facility, regardless of its size and includes martial arts academy, association, center, club, conservatory, gymnasium, school or other term.

**National American Industry Classification System (NAICS Code):** [611620](#)

### \*\*\* IMPORTANT \*\*\*

Applications are taken by appointment only, Monday through Thursday.

To make an appointment, call **(702) 229-1840**.

**If you are more than 15 minutes late, your appointment will be cancelled.**

**Incomplete applications will not be accepted.**

### REQUIRED FORMS

- [Las Vegas Business License Application](#) (Form #BL001)
- [Temporary License Request](#) - Optional - (Form #PL200), not eligible for licenses that require state approval
  - If requesting a Temporary License and have **NOT** resided in the Las Vegas area for the past two (2) years, a police letter from your previous jurisdiction is required.
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- [Financial Questionnaire](#) (Form #PL124) and documentation to support sources of funding (e.g. bank statements, tax returns)

### OWNERSHIP DOCUMENTS

**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

## OWNERSHIP DOCUMENTS (Continued)

### Corporations:

- Meeting minutes or secretary certificates detailing current officers, directors, and shareholders
- Most recent Annual Report (publicly traded); or
- Most recent Form 10-K filed with SEC (publicly traded)
- Legal document listing stockholders holding more than 10% and/or involved in the day-to-day operation
- Organizational chart of related companies (if applicable)
- If none of the above are available, a notarized affidavit which details shareholders with ownership percentage and officers will be accepted

### Limited Liability Companies (LLC):

- Operating Agreement (must include management and membership percentage details)
- Organizational chart of related companies (if applicable)
- If none of the above are available, a notarized affidavit which details managers and members with ownership percentage will be accepted

### Partnerships and Limited Partnerships:

- Partnership Agreement
- Organizational chart of related companies (if applicable)
- If a partnership agreement is not available, a notarized affidavit which details the list of partners with ownership percentage will be accepted

## SUITABILITY PACKAGE

**Suitability package is required for each "Principal" as defined by LVMC 6.02.010 unless they are eligible for a waiver. All hand written forms must be in black ink and in block lettering. Illegible applications WILL NOT be accepted.**

- [Personal History Form](#) (Form #PL125)
- U.S. Military Discharge Form DD2214 or equivalent if served in another country, if applicable
- One (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 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

### Suitability Waiver

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

## OTHER REQUIRED DOCUMENTS

- Filed stamped copy of Certificate of Business Fictitious Firm Name
- Nevada Secretary of State Registration Certificate or Notice of Business Exemption
- Nevada State Sales/Use Tax Permit (copy of permit or proof of application)

## OTHER REQUIRED DOCUMENTS (Continued)

- 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; **or**
- Proof of Property Ownership**
- Work Card (Required for all instructors)

## FEES: (All fees are non-refundable)

### CLV Business Licensing Fees:

- Initial Processing Fee: \$100.00
- Annual License Fee: \$150
- Temporary License Request (optional): \$500.00
- Waiver Request Fee (if applicable): \$100.00 per person

### LVMPD Suitability Fees:

- Investigation Fee: \$150.00 per person
- Financial Investigation Fee: \$200 per privilege application

### Other Fees:

- If your items need to be notarized, this service can be provided during your appointment for an additional \$5.00 per signature.
- If we make any copies, you will be charged \$1.00 per page