



## 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](#)

### REQUIRED DOCUMENTS:

- [Las Vegas Business License Application](#) (Form #BL001)
- [Temporary License Request](#) - Optional - (Form #PL200)
- [Financial Questionnaire](#) (Form #PL124) and documentation to support sources of funding
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)

#### Corporations:

- Most recent Financial Statements
- List of stockholders holding more than 10% and/or involved in the day-to-day operation
- List of officers and directors as filed with the Secretary of State
- Most recent Annual Report (publicly traded); or
- Most recent Form 10-K filed with SEC (publicly traded)
- Articles of Incorporation
- Organizational chart of related companies (if applicable)

**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
- Organizational chart of related companies (if applicable)

**Limited Liability Companies (LLC):**

- Articles of Organization
- Operating Agreement
- List of members and contributions if not included in Operating Agreement
- Organizational chart of related companies (if applicable)

**Partnerships:**

- Partnership Agreement
- List of Partners if not in the Agreement
- Organizational chart of related companies (if applicable)

**Limited Partnerships:**

- Partnership Agreement
- List of Partners and contributions
- Organizational chart of related companies (if applicable)

**Suitability package for each "Principal" as defined by LVMC 6.02.010 (Must be completely filled out and typed or printed in INK or application 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

**Other Documents:**

- Location Lease Agreement or proof of property ownership
- Filed stamped copy of Certificate of Business Fictitious Firm Name
- Nevada State Business Registration or Notice of Business Exemption (copy of license or proof of application)
- Nevada State Sales/Use Tax Permit (copy of permit or proof of application)
- Work Card (all instructors must have work cards)

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

**CLV Business Licensing Fees:**

- Initial Processing Fee: \$100.00
- Annual License Fee: \$150.00
- Temporary License Request (optional): \$500.00
- Waiver Request Fee (if applicable): \$100.00 per person

**LVMPD Suitability Fees:**

- \$150.00 per person being investigated
- \$200.00 per License

**Notary Fees:**

- If your items need to be notarized, a license technician can assist you with this during your appointment for an additional \$5.00 per signature.

**EMPLOYEE REQUIREMENT:**

- All instructors must obtain a Work Card pursuant to LVMC 6.86 unless they have been approved for suitability as a principal or key employee for the business.

**SPECIAL REQUIREMENT:**

- No Special Use Permit (SUP) is required

**EXCEPTION:**

- Does NOT apply to not-for-profit businesses who provide classes as ancillary (such as YMCA in their regular course schedule). Must have a 501 C-3 status and a non-profit license.

**\*\*\* IMPORTANT \*\*\***

Applications are taken by appointment only, Monday through Thursday.

Call **(702) 229-1840** for appointment.

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

**Incomplete applications will not be accepted and your appointment will be cancelled.**

You will need to call back to reschedule.

**Return this Checklist with the original application packet PLUS a copy of the original application packet in the following order:**

- Ownership/Officer/Corporate Information Form
- Legal Representation Letter, if applicable
- City of Las Vegas Business License Application
- Request for Temporary License
- Personal History Questionnaire
- Authorization to Release Information
- Birth Certificate, Driver's License, Passport, DD214, Certificate of Naturalization, Permanent Resident Card, Employment Authorization Card
- One (1) current photo of head and shoulders, passport size - approximately 2" x 2" (must be less than 30 days old)
- Work Card, Health Card, Alcohol Awareness Card, if applicable
- Work Card - Fingerprint Application
- Personal Bank Statements, if applicable
- Personal Tax Returns, if applicable
- Alcohol Owner/Management Acknowledgement Notice
- Responsible Party Acknowledgement Notice
- Entertainment Verification Form
- Any license specific Acknowledgements or Addendums (Medical Marijuana, Smoke Shops-Drug Paraphernalia Addendum, etc.)
- Waiver Request(s)
- Privilege License Financial Questionnaire, if applicable
- Business Bank Statements
- Business Tax Returns
- Group together documents as listed on your Checklist/Instructions for Corporations; Trusts; LLC's; Partnerships; Limited Partnerships
- Secretary of State documents; Nevada State Business Registration; Business Fictitious Firm Name; Nevada Sales/Use Tax Permit (proof of application)
- Lease Agreement or proof of property ownership
- Purchase/Sale Agreement
- Transfer of Business License
- Floor Plan
- Participation Agreement (Gaming)
- Special Use Permit
- Employee Listing

**If we make any copies, you will be charged \$1.00 per page.**

**Notary services are also offered in our office for a fee.**