



CITY OF LAS VEGAS  
 DEPARTMENT OF PLANNING  
 BUSINESS LICENSING DIVISION  
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## PRELIMINARY CHECKLIST - NEW BUSINESS

### REQUIRED FORMS:

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

### 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

#### Corporations:

- Meeting minutes or bylaws detailing current officers, directors, and shareholders
- Legal document listing stockholders holding more than 10% and/or involved in the day-to-day operation

#### Limited Liability Companies (LLC):

- Operating Agreement (must include management and membership percentage details)

#### Partnerships and Limited Partnerships:

- Partnership Agreement

### REQUIRED DOCUMENTS:

- Filed stamped copy of Certificate of Business Fictitious Firm Name ([www.clarkcountynv.gov](http://www.clarkcountynv.gov))
- Nevada Secretary of State Registration Certificate or Notice of Business Exemption ([www.nvsos.gov](http://www.nvsos.gov))
- Nevada State Sales/Use Tax Permit (copy of permit or proof of application) ([www.tax.nv.gov](http://www.tax.nv.gov))
- 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.
- Owned Property:** Escrow Instructions or copy of Assessor's record

### BACKGROUND CHECK 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)
- One (1) current photo of head and shoulders, passport size--approximately 2" x 2" (**Must be less than 6 months old**)
- Copy of Driver's License or State-issued Identification Card

If born **IN** the United States or abroad to U.S. citizens:

- Copy of Birth Certificate

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

**BACKGROUND CHECK WAIVER:**

Suitability Waiver is only eligible to those persons that have been approved through Metro Suitability or qualify under our Principal Waiver General Guidelines.

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

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

- Initial Processing Fee: \$100.00
- License Fee: based on license category
- Temporary License Request (optional): \$500.00
- Waiver Request Fee (if applicable): \$100.00 per person
- LVMPD Background Check Fee: \$150.00 per person being investigated
- Privilege License Fee: \$200.00 per financial investigation
- Notary Fee: \$5.00 per stamp

**NOTE:**

- Specific industries will require additional documents to be submitted. See informative packets for more information or e-mail [license@lasvegasnevada.gov](mailto:license@lasvegasnevada.gov) for questions.
- Documents will need to be submitted by appointment only. DO NOT e-mail this packet or any portion of this packet unless directed so by a License Technician.