CITY OF LAS VEGAS
DEPARTMENT OF PLANNING
BUSINESS LICENSING DIVISION
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Print Form

CHECKLIST/INSTRUCTIONS - RESTRICTED GAMING

DEFINITIONS:

LVMC 6.40 - GAMING

LVMC 6.40.020
"Restricted license" and "restricted gaming" means a gaming license for, or an operation consisting of, not more than fifteen slot machines, incidental to the primary business at the establishment, and no other game or gaming device at the establishment.

***** 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.
- ☐ Financial Questionnaire (Form #PL124) and documentation to support sources of funding (e.g. bank statements, tax returns)
- ☐ Responsible Party Acknowledgement Notice (Form #PL233)

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

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

OWNERSHIP DOCUMENTS (Continued)

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) **OR**
  - ☐ Legible photocopy with original signature of Gaming Control Board (GCB) Personal History Record
  - ☐ Application for a Nevada Gaming license - State Form 1
- ☐ 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)
- ☐ **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
- ☐ Special Use Permit (SUP) approval from the Planning Department, if applicable. Contact a Planner for more information at 702-229-6301.

OTHER REQUIRED DOCUMENTS (Continued)

- ☐ Participation Agreement (Gaming)
- ☐ Copy of the Nevada Gaming License Application

FEES: (All fees are non-refundable)

CLV Business Licensing Fees:

- ☐ Initial Processing Fee: $100.00
- ☐ Temporary License Request (optional): $500.00
- ☐ Waiver Request Fee (if applicable): $100.00 per person
- ☐ 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 based on number of machines: (Semi-annual amount collected)

  1 - 12 machines: $.25 per machine

  13 - 15 machines: $.75 per machine

LVMPD Suitability Fees:

- ☐ Investigation Fee: $150.00
- ☐ Financial Investigation Fee: $200.00 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