



CLARK COUNTY DEPARTMENT OF BUSINESS LICENSE

JACQUELINE R. HOLLOWAY, DIRECTOR

500 SOUTH GRAND CENTRAL PKY, 3RD FLOOR

BOX 551810

LAS VEGAS, NEVADA 89155-1810

(702) 455-4252 Toll Free (800) 328-4813 FAX (702) 386-2168

http://www.clarkcountynv.gov/business_license

[pay your license renewal fees online](#)

INFORMATION GUIDE

Welcome to the Clark County Department of Business License. We are happy to assist you with the licensing process, provide the best possible customer service, and meet all of your business plan needs. We accept general license applications by mail, online and in-person from 8:00 a.m. to 4:00 p.m. Monday through Friday. Regulated and privileged license applications are accepted by appointment 8:00 a.m. to 3:00 p.m. Monday through Thursday. To make an appointment please contact: (702) 455-0174, thank you.

10 EASY STEPS TO A BUSINESS LICENSE

◇ STEP 1: DETERMINE WHERE YOUR BUSINESS IS LOCATED

The primary location of your business determines the jurisdiction in which you must file for your business license. Clark County, Nevada is comprised of 6 jurisdictions, each with its own licensing agency – [the City of Las Vegas](#), [the City of North Las Vegas](#), [the City of Henderson](#), [Boulder City](#), [the City of Mesquite](#), and our Department, Unincorporated Clark County. The [Jurisdiction Locator](#) will help you identify your business licensing jurisdiction.

◇ STEP 2: OBTAIN A NEVADA STATE BUSINESS LICENSE:

NRS 76 requires all businesses, corporations, and partnerships operating in the state of Nevada to have a state business license. Please visit the [Secretary of State's](#) website for more information. You may apply online at nvsilverflume.gov, or apply in person at the Secretary of State **located at 2250 N. Las Vegas Blvd, Suite 400 North Las Vegas, NV 89030**

◇ STEP 3: REGISTER WITH THE NEVADA SECRETARY OF STATE:

All corporations, limited liability companies, limited partnerships, and limited liability partnerships are required to register their corporate entities with the [Nevada Secretary of State](#). You may register online at nvsilverflume.gov, or apply in person at the Secretary of State **located at 2250 N. Las Vegas Blvd, Suite 400 North Las Vegas, NV 89030**

◇ STEP 4: REGISTER WITH THE NEVADA DEPARTMENT OF TAXATION:

You can now register online by visiting the [Nevada Department of Taxation](#) website or apply at nvsilverflume.gov. Additionally you can apply in person at the Nevada Department of Taxation **(1st Floor), located at 555 E. Washington Las Vegas, NV 89101.**

◇ STEP 5: OBTAIN A FICTITIOUS FIRM NAME or DBA

Businesses operating under a fictitious firm name (any name other than the business owner's legal name, or the corporate entity name registered with the Nevada Secretary of State) must file for a Fictitious Firm Name certificate with the [Clark County Clerk's Office](#). You can find the form online here: [Fictitious Firm Name Form](#). To apply for a fictitious firm name you can mail in the form, or deliver it in person to the Clerk's Office **(1st Floor) located at 500 S. Grand Central Pkwy Las Vegas, NV 89155.**

NOW YOU'RE READY TO APPLY FOR A CLARK COUNTY BUSINESS LICENSE (STEPS SIX THROUGH TEN)!

◇ STEP 6: FILL OUT AN APPLICATION

You can find the necessary [application forms](#) on our website. You may also apply online at [Clark County Business License Online Application](#).

(GENERAL LICENSE APPLICANTS CAN SKIP STEP SEVEN)

◇ STEP 7: COMPLETE INVESTIGATION PACKETS

Complete investigation packets for [regulated](#) or [privileged](#) categories, and attach packets to application from Step Six. (This step must be completed in person at the Department of Business License (3rd Floor) 500 S. Grand Central Pkwy. Las Vegas, NV 89155. You can make an appointment by calling (702) 455-4125.)

◇ STEP 8: PAY FEES

You may pay your fees online as a part of the online application process. If you are submitting your application in our office, your licensing technician will calculate the fees due and direct you to the cashier's window for payment.

◇ STEP 9: INSPECTIONS

Upon submission of a completed application and payment of fees, your application will be sent electronically to the [Comprehensive Planning Department](#) for review and approval within 5 days of submission. Your application is then sent to the [Fire Department](#), and any other public safety agency depending upon your business activities. You can find a list of public safety agencies at our [Resources & Helpful Links](#) page. Liquor and Gaming licenses are also subject to location suitability requirements as determined by the Department. Once all required public safety agencies have electronically signed off on your application in the Department's database, your application is ready for final approval by the Director.

◇ STEP 10: APPROVAL

Upon approval by the Director of Business License, your license will be automatically sent to your business location. Privileged and regulated business licenses require an on-site inspection and code conference by a Business License Licensing Agent prior to final approval by the Director.

You are now ready to operate your business! We appreciate you allowing us to serve you and we wish you continued success!

Thank you!

Jacqueline R. Holloway, Director

Clark County Department of Business License