



## Lander County Building & Planning Department

### BUSINESS LICENSE APPLICATION INFORMATION

Welcome to your new business venture in Lander County. This document will outline the process to obtain your Lander County Business License. According to Lander County Code 5.040.010, It is unlawful for any person, firm, association or corporation, either as owner, lessee or otherwise, to deal, operate, carry on, conduct, maintain, transact or pursue any business, trade or profession, within the limits of Lander County, without having first procured a license.

**The following will help with the information required to complete your Lander County Business License application:**

**State of Nevada Occupational Licensing:** Certain occupations operating in the State of Nevada are required to obtain licensing from the state (i.e. Contractors, Cosmetologists, Real Estate Brokers, Finance Companies, etc.) This licensing must be obtained prior to applying for your Lander County Business License and a ***copy must be attached to your application.***

**State Of Nevada Business License:** All business operating in the State of Nevada must obtain a state business license from the Secretary of State or apply for an exemption. ***Please provide a copy of the state business license, conformation letter or exemption letter with your application.*** Please visit the Secretary of State's website at [www.nvsos.gov](http://www.nvsos.gov) or apply online at [www.nvsilverflume.gov](http://www.nvsilverflume.gov), or call (775) 684-5708.

**State of Nevada Department of Taxation:** Pursuant to NRS 268.095 (6), all new businesses must register with the Nevada Department of Taxation. Applicants must contact Taxation for a determination of requirements. ***A copy of verification for Taxation must be provided with the application, which may include a Nevada Sales or Use Tax Permit, a copy of the conformation letter or exemption letter.*** You can contact the Nevada Department of Taxation at their website at [www.tax.state.nv.us](http://www.tax.state.nv.us) or apply online at [www.nvsilverflume.gov](http://www.nvsilverflume.gov), or via email at [renoevents@tax.state.nv.us](mailto:renoevents@tax.state.nv.us) or by phone at (775) 687-9999.

**Federal Tax Identification Number:** All New business are required to obtain an EIN/Tax Id Number (aka Federal Tax ID). Sole Proprietors may use their Social Security Number. The EIN/ Tax Id Number must be obtained prior to applying for the business license. You can apply online at [www.irs-ein-tax-id.com](http://www.irs-ein-tax-id.com) or other options are available at [www.irs.gov](http://www.irs.gov) under Apply for an Employer ID Number (EIN). ***Please provide a copy of the EIN/Tax Id Number with your application.***

**Non-profit Exemption:** A non-profit organization (NPO) is an organization motivated by something other than profit, usually a particular social cause or ideological advocacy. Unlike most business entities, non-profit organizations use revenue to achieve their purposes or missions, rather than distributing surplus income to shareholders. All incorporated non-profit organization must obtain EIN/ Tax ID Number prior to applying for business license. You can apply online at [www.irs-ein-tax-id.com](http://www.irs-ein-tax-id.com) or other options are available at [www.irs.gov](http://www.irs.gov) under Apply for an Employer ID Number (EIN). ***Please provide a copy of the EIN/Tax Id Number with your application.***

**Fictitious Firm Name:** Contact the Lander County Clerks for requirements for filing a fictitious firm name for your business. The phone number for the Lander County Clerk's Office is (775) 635-5738. ***Please provide a copy with your business license application.***

**Home Based Business:** If your business operations will be operated out of your home located within Lander County, A Home Occupancy Special Use Permit through the Lander County Planning Department is required prior to applying business license. This Office is located at 50 State Route 305, Battle Mountain, NV 89820 and by phone (775) 635-2860 or email at [planning@landercountynv.org](mailto:planning@landercountynv.org) ***Please provide a copy of the Home Occupancy Permit with your business license application.***

**Food Service/ Sale Businesses:** If your business sells or serves food or drink it must meet all requirements of the Nevada State Health Department. Please Contact them and ***provide a copy of your Health permit with your business license application.***

1. For the Battle Mountain area please Contact Ellen Kunz at (775) 432-4237
2. For the Austin, Kingston, and Gillman Springs area please contact Murlea Stout at (775) 546-5529

**Finger Printing:** Per NRS 239B.010 through 239B.060 and Lander County Ordinance 5.20.030, certain occupations require fingerprinting. The following businesses requires going through the fingerprinting process: gambling, alcohol sales, pawnbrokers, secondhand jewelry and metal dealers, solicitors and peddlers, road and sidewalk vendors, home services, babysitting agency, massage, brothels, carnival and circus, teen dances, and marijuana medical and retail cultivation, marijuana medical and retail production. To obtain any of the above licenses or work permits an application must be submitted to the Lander County Sheriff's Office. They are located at 2 State Route 305, Battle Mountain, NV 89820 or call (775) 635-5161. ***Please provide a copy of the license or work permit if applicable.***

**Inspections:** If your business is going to be conducted in a building within Lander County an inspection and approval from the Lander County Building Department may be necessary if the occupancy of the building has changed or at the discretion of the Building Department.

**Note:** A Business license issued is valid for one single business and is nontransferable. A business license is issued for a calendar year period commencing January 1<sup>st</sup> of each year and ending December 31<sup>st</sup> of each year. There is no prorating for the license fee. All Business license Certificates will have to renew every year through the renewal process.



## LANDER COUNTY BUSINESS LICENSE INSTRUCTIONS

Lander County Building and Planning Department  
Attention: Business License  
50 State Route 305  
Battle Mountain, NV 89820

Following are the steps for completing the application for a Lander County Business License:

1. Complete Lander County Business License Application. Please print or type.
2. A Photo Copy of the Owner and/or Applicant Photo – must be legible
3. Attach copies of any of the following documents (where applicable):
  - Nevada Contractor's License(s)
  - Nevada Professional Certificate(s)
  - State of Nevada Business License.
  - Federal Tax ID Number (EIN)
  - Food or Alcohol business State Health Certificate.
  - Fictitious Firm Name or State Article of Incorporation to Business.
  - Home Occupation Permit
4. Once the application has been completed, please mail, email or bring the application by our office at the address shown at the top of the page.
5. Please include the \$50.00 fee with the completed application for the business license. Cash, check, money order or online payment will be accepted. (Online payments have a convenience fee.) Please email online payment receipt to the provided email below. No over the phone payment.
6. Once the business license application is approved, a copy the business license certificate will be mailed out to the address provided on the application.
7. A Renewal Application will be mailed Mid-November to the mailing address provide. The renewal application and fee is due by December 31<sup>st</sup> of each year. If there are any changes to your account please contact the Building and Planning Department prior to this time.
8. PLEASE CONTACT THE BUILDING AND PLANNING DEPARTMENT WITH ANY CHANGES TO YOUR BUSINESS SUCH AS OWNERSHIP, RELOCATION, BUSINESS NAME CHANGE, CONTACT PERSONNEL, OR BUSINESS CLOSURE.

***Failure to maintain compliance with all County, State and Federal Regulation could result in revocation/ suspension of your Lander County Business License.***

For question and additional information, please contact the Lander County Building and Planning Department at (775) 635-2860 or by email: [buildingassisant@landercountynv.org](mailto:buildingassisant@landercountynv.org) or [planning@landercountynv.org](mailto:planning@landercountynv.org)



## **LANDER COUNTY BUSINESS LICENSE APPLICATION**

This application is for a new business wishing to operate within Lander County, Please print legibly or type the information. All fields and information must be provided or the application will not be processed. Please contact the Building and Planning Department for questions or additional information at (775) 635-2860 or by email: [buildingassistant@landercountynv.org](mailto:buildingassistant@landercountynv.org) or [planning@landercountynv.org](mailto:planning@landercountynv.org).

1. Corporate/ Entity Name: \_\_\_\_\_
2. Name of Business (DBA): \_\_\_\_\_
3. Business Number: ( \_\_\_\_ ) \_\_\_\_\_ Cell/ Home Number: ( \_\_\_\_ ) \_\_\_\_\_
4. Email: \_\_\_\_\_ Fax: \_\_\_\_\_
5. Physical Address: \_\_\_\_\_  
Street City/ State Zip Code
6. Mailing Address: \_\_\_\_\_  
Street City/ State Zip Code
7. Description of the Nature of Your Business in Detail:  
\_\_\_\_\_  
\_\_\_\_\_
8.  Home Based Business  Commercial  Out of County  Non-Profit
9. Federal Tax Id Number (EIN) or Social Security Number: \_\_\_\_\_  
Did you include copy?  Yes  No
10. State Business License Number (if applicable): \_\_\_\_\_  
Did you include copy?  Yes  No
11. Nevada Department of Taxation Sales Tax Number Or Clearance Letter: \_\_\_\_\_  
Did you include copy?  Yes  No
12. Contractor's License Number (if applicable): \_\_\_\_\_  
Did you include copy?  Yes  No
13. Owner's Name: \_\_\_\_\_ Owner Phone Number: \_\_\_\_\_  
(If there are, multiple owners please attached their name, title, and photo ID to application.)
14. Owner's Email: \_\_\_\_\_
15. Owner's Address: \_\_\_\_\_  
Street City/ State Zip Code
16. Owner' Driver License or ID Number: \_\_\_\_\_  
Did you include copy?  Yes  No

17. Applicant's Name: \_\_\_\_\_ Applicant's Phone Number: \_\_\_\_\_

18. Applicant's Email: \_\_\_\_\_

19. Applicant's Address: \_\_\_\_\_  
Street City/ State Zip Code

20. Applicant's Driver License or ID Number: \_\_\_\_\_

Did you include copy?  Yes  No

**NOTE:** If the account manager differs from the applicant, please provide their contact information with application.

21. If you have acquired the business from another owner or have changed the name of the business, please list prior owner and/ or prior name.

Previous Owner: \_\_\_\_\_

Business Name (Previous): \_\_\_\_\_

22. Building Information:

a. Is this Property Commercial?  Yes  No

b. Will the Occupancy of building be changing?  Yes  No

c. Has the Building been vacant for longer than six (6) months?  Yes  No

d. Are you making ANY construction changes to the building?  Yes  No

If yes, please specify changes: \_\_\_\_\_

I declare under penalty of perjury that the information provided is true, correct and complete to the best of my knowledge and belief and acknowledge that pursuant to NRS 239.330, is a category C felony, to knowingly offer any false or forged instrument for filing.

\_\_\_\_\_  
Signature of Resonsible Party Print Name and Title Date

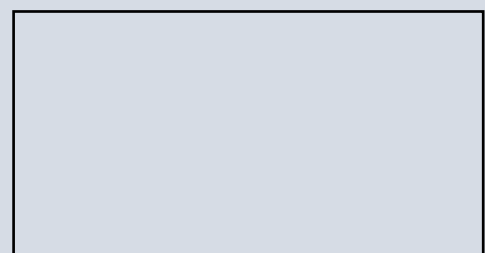
\_\_\_\_\_  
Signature of Resonsible Party Print Name and Title Date

THIS SECTION IS FOR OFFICE USE ONLY:

Reference Number: \_\_\_\_\_

Need Building Inspection:  Yes  NO

Inspection Date: \_\_\_\_\_



Stamp Received

**LANDER COUNTY**  
**Office of the Lander County Clerk,**  
**Molly Gonzalez**

Certificate of Business: Fictitious Firm Name  
*Individual, Sole Proprietor, Corporation, LLC, Partnership, or Trust*

**Please print or type**

The undersigned does hereby certify that \_\_\_\_\_, a (an)

\_\_\_\_\_  
(Legal entities must state name exactly as it is registered with the Nevada Secretary of State)

Conducting a \_\_\_\_\_ Date \_\_\_\_\_  
(Type of business) (Date established in Lander County)

Business location \_\_\_\_\_  
(Physical address)

with a mailing address of \_\_\_\_\_

Under the fictitious name of \_\_\_\_\_  
(Name of business)

With a telephone number of \_\_\_\_\_ and that said firm is composed of the following person(s) whose name(s), addresses, and phone numbers or legal entity on file with the Nevada Secretary of State with the signing officer's name and title, are as follows, to-wit:

**By signing below I declare (or affirm), under penalty of perjury, that all statements made in this document are true, and that I have authority to sign on behalf of and to bind the above named business/legal entity to a contract.**

(1) \_\_\_\_\_  
Name and Title Signature Date

\_\_\_\_\_  
Street Address of Business or Residence City, State, Zip

(2) \_\_\_\_\_  
Name and Title Signature Date

\_\_\_\_\_  
Street Address of Business or Residence City, State, Zip

*For additional owners, please use additional pages*

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ } SS:

This instrument was acknowledged before me on \_\_\_\_\_  
(Date)

by \_\_\_\_\_  
(Name(s) of individuals whose signatures are being notarized)

\_\_\_\_\_  
Signature of Notary Public

**Mail to: Molly Gonzalez, Lander County Clerk, Attn. FFN, 50 State Route 305, Battle Mountain, NV 89820**  
**Include: Filing fee of \$25.00 payable to Lander County Clerk, completed certificate, 2 copies, and a self-addressed stamped envelope.**