

# 5 Step Business Licensing

WASHOE COUNTY BUSINESS LICENSE



COMMUNITY  
SERVICES DEPARTMENT

## Local and State Licenses Required

The primary purpose of local licensure is to ensure that the business is operating safely according to local code and professional standards; and, to ensure that the business location is within an area appropriate for that business type.

To reduce time obtaining state and local licenses connect with your local jurisdiction first. Check to ensure that the business is appropriate for the area, determine licensing requirements, review our checklist of support documentation, and obtain an application. Our five steps to business licensing outlines an efficient process developed by our professional licensing team.

### A business license is potentially required if...

- **Your business is in** unincorporated Washoe County.
- **Your business activity occurs physically** within unincorporated Washoe County.
- **Many public special or temporary events** in unincorporated Washoe County require a license.

## Business License Common Mistakes to Avoid

**Working with the wrong jurisdiction:** Before you start tasks to obtain your business licenses, make sure you know your **property APN, address, and jurisdiction**. Visit our EZ maps on [www.washoecounty.gov/csd](http://www.washoecounty.gov/csd) to confirm or call Washoe311 at 3-1-1 or 775-328-2003.

**Saving local jurisdiction licensing for last:** Local jurisdictions are responsible for determining the appropriateness of the business within their neighborhood (via zoning) and for ensuring that at least minimum public safety standards are incorporated into business operations. This process may run parallel to obtaining other documentation. To save time overall, connect with your local jurisdiction early in the licensing process.

**Forgetting to establish a business name:** Business owners must obtain a DBA (also called Fictitious Firm Name) if they plan on advertising as any other than what is listed on their state business license. A Fictitious Firm business name is established with the Clerk's office. Visit the [Washoe County Clerks Online Business Services](http://Washoe County Clerks Online Business Services) on [washoecounty.gov](http://washoecounty.gov) for additional information or call 775.784.7287.

**Incomplete applications and no copies of paperwork:** The next step for our business license team when receiving incomplete applications is to respond with an email regarding missing items. Skip this time-consuming, unnecessary step by submitting complete applications.

## WC Business License Team

Online Services at: [OneNv.us](http://OneNv.us)

Visit **Business and Development** on [www.washoecounty.gov/csd](http://www.washoecounty.gov/csd)

Email: [businesslicense@washoecounty.gov](mailto:businesslicense@washoecounty.gov)

Phone: 775.328.3733

In Person: 1001 E. 9<sup>th</sup>, Building A, Second Floor

[www.washoecounty.gov/csd](http://www.washoecounty.gov/csd) – P: 775.328.3733 – [businesslicense@washoecounty.gov](mailto:businesslicense@washoecounty.gov)

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Unexpected obstacles and frustrating delays may be avoided in local business licensing. Our business license team outlined five steps for easier licensure, and it starts with your local government representative.

### Research business location and possible local requirements

- 1** **Make certain** that the location is in unincorporated Washoe County and is appropriate for the type of business. Zoning requirements may limit businesses entirely or additional approvals or improvements may be required. Ask Washoe County Planning and Building team first: [planning@washoecounty.gov](mailto:planning@washoecounty.gov), [schedule an appointment](#) or leave a message at (775) 328-6100. In the communication, provide the property address and description of business.

### Obtain local business license application.

- 2** **Obtain Information.** Washoe County [Business License online](#), email [businesslicense@washoecounty.gov](mailto:businesslicense@washoecounty.gov), or visit in person at 1001 E. 9th Street, Building A, Community Services Department, Reno.

### Gather support documentation.

- 3** **Warning: Time intensive.** Obtain support documents from **state** and **regional agencies** Washoe County **Business License checklist** includes required documentation.

### Submit application, documents, and fees.

- 4** **Submit Easily.** Completed application and all supporting documents are submitted to business license team. Visit [www.washoecounty.gov/csd](http://www.washoecounty.gov/csd) for a business license application and checklist of required documents. Submit and pay online at [OneNV.us](http://OneNV.us) or visit [www.washoecounty.gov/csd](http://www.washoecounty.gov/csd)

### Receive Official Washoe County License

- 5** **Delivered to your door.** Business Licenses are mailed to the applicant upon review and approval within 5 working days after submission of complete application and approved. Official Business License Certificates are not offered as an over-the-counter service. However, our business license team will send an automated email notifying you of license approval if you submit through [OneNV.us](http://OneNV.us).

### \*Make time for additional partnering agency approvals.

Commercial businesses with a store front and some services require additional approvals from partnering agencies. For example, public safety officials review evacuation exits and the health department will review food preparation and safety. Approval from partnering agencies is required prior to approval of a local business license. Please allocate time to submit, review and obtain agency approvals as necessary. For additional information please visit us online at [www.washoecounty.gov/csd](http://www.washoecounty.gov/csd) or email [businesslicense@washoecounty.gov](mailto:businesslicense@washoecounty.gov).