



Business License Document Checklist

Washoe County Business License Application

- Washoe County Business License Application
Applications are available online through the Washoe County Business License website, businesslicense@washoecounty.gov, or in person at 1001 E. 9th Street, Building A, West End

Establish Business Name – If Applicable

- DBA Filing (if applicable)
[DBA](#) (Fictitious Firm Name) filing is completed with the Washoe County Clerk and necessary if you are advertising or using a name that is anything other than what is listed on your Nevada State Business License.

Obtain State of Nevada Registration, Taxation and Employer Documents (www.nvsilverflume.gov)

- Nevada State Business License / Business Registration – obtain through NVSilverFlume
- Articles of Incorporation (if applicable)
- List of Officers (if applicable)
- Proof of Registration with the Nevada Department of Taxation – obtain through NVSilverFlume or in person at their offices.
- [State Industrial Insurance Compliance Form \(D-25\)](#) (Required even if you do not have employees)
- Proof of applicable Federal and State Licenses, if applicable (ie. license from State Board of Medical Examiners prior to practicing medicine)

Home-Based Business Requirement

- Business operating from the home, which is located in unincorporated Washoe County, must also complete the "[Home-based Business Development Standards and Requirement](#)" forms.

Please help, business license application and all forms MUST be complete to apply for license.