

Application Information

Application Type / Source: Receive a License Checklist Self-Help
Date Entered: 01/26/2007

Applicant's Response to License-Specific Questions

- License type applied for: Real Estate Salesperson
- State of Nevada Real Estate Division: 11111
- Real Estate Appraisals?: NO
- A Home Occupation?: NO

Address / Contact Information



DEPARTMENT OF BUSINESS LICENSE

500 S GRAND CENTRAL PKY, 3rd FL
 PO BOX 551810
 LAS VEGAS, NV 89155-1810
 702.455.4252
 1.800.328.4813
 Fax 702.386.2168
 http://www.accessclarkcounty.com/business_license

Jacqueline R. Holloway
Director

BUSINESS HOURS ARE 8 AM TO 5 PM MONDAY - FRIDAY, EXCEPT HOLIDAYS
APPLICATIONS ARE PROCESSED - 8 AM TO 4 PM
APPLICATIONS ARE ACCEPTED FOR REGULATED AND LIQUOR & GAMING
APPLICATIONS - CALL (702) 455-3573
APPOINTMENTS ARE ACCEPTED FOR CHILD CARE LICENSING
APPLICATIONS - CALL (702) 455-3894

BUSINESS LICENSE CHECKLIST FOR REAL ESTATE SALESPERSON

Real Estate Salesperson is an employee or an independent contractor who is associated with a licensed real estate broker or registered owner-developer as defined under NRS Chapter 645.

The following Licenses are required based upon your answers to licensing questions.

- Real Estate Salesperson Category # 685, Clark County Code Chapter(s) 6.12.849
- The Clark County Code can be accessed through the County website or <http://ordlink.com/codes/clarknv/index.htm>

License Fees

The fees are based on your selection of the following license types:

Real Estate Salesperson	Application	License Fee	Total fees
45.00	150.00	Annual Payment	195.00

MAKE CHECKS PAYABLE TO: CLARK COUNTY DEPARTMENT OF BUSINESS LICENSE

License Requirements

Approvals

• **Zoning Approval Required**

Contact the Current Planning Division for preliminary zoning review and confirmation that your business activity can be approved at your business location. Current Planning is located on the first floor of the Clark County Government Center at 500 S. Grand Central Pkwy (702) 455-

4314.

Documentation - General

- **Application Forms**
Completion of the Nevada Business Registration Form and the Clark County Business License Supplement is required whether submitting your application by mail or in person. These forms are available at the Business License Department, 3rd floor of the Clark County Government Center, 500 S. Grand Central Pkwy or on the Internet at www.accessclarkcounty.com. Choose Public Records, Business License, Business License Forms.
- **Child Support**
The Federal Welfare Reform Act was implemented by the 1997 Session of the Nevada Legislature by SB 356. In all cases, Nevada law (NRS 425.520) prohibits the Business License Department from issuing a business license, permit, or certificate unless the owner of the business is in compliance with Child Support laws. If you will be submitting your application by mail, completion of the CHILD SUPPORT COMPLIANCE STATEMENT OR EXEMPTION FORM is required with appropriate signatures and social security numbers.
- **Fictitious Firm Name (DBA)**
If your business is using a fictitious firm name (DBA), you must register your fictitious firm name with the Clark County Clerks Office, Regional Justice Center, 200 S. Lewis Avenue, 3rd floor. (702) 671-0500. A satellite office is located on the 1st floor of the County Government Center at 500 S. Grand Central Pkwy. The fee is \$20.00.
- **Fire Department Survey Form**
Completion of the Clark County Fire Department's Permit Survey Form is required of all applicants. This form is available at the Business License Department, 3rd floor of the Clark County Government Center, 500 S. Grand Central Pkwy or on the Internet at www.accessclarkcounty.com. Choose Public Records, Business License, Business License Forms.
- **Proof of Rights to Business Property**
LEASE / RENT AGREEMENT - If you are leasing or renting a location, a signed agreement with the Owner / Landlord is required.
OR
SHARING SPACE - If you are sharing space with another business, a signed letter of authorization from the Owner is required.
OR
PROOF OF OWNERSHIP- Copy of Deed.

Permits/ State Licenses

- **Nevada Department of Taxation**
Proof of compliance with the Nevada Department of Taxation is required. You may visit their office at 555 E. Washington Avenue, Suite 1300, Las Vegas, NV or 2550 Paseo Verde, Suite 180, Henderson, NV. (702) 486-2300. You may also apply online at www.nevadatx.nv.gov/web.
- **Nevada Secretary of State**
If you are a corporation, limited liability company, limited partnership, or limited-liability partnership, you must file (register) with the Nevada Secretary of State. You must provide our office with one of the following: a file stamped copy of your Articles of Incorporation, a Certificate of Good Standing, or a print out from their website at: <https://sos.state.nv.us/Services/AnonymousAccess/CorpSearch/CorpSearch.aspx>. Secretary of State, Commercial Filings Division, 555 E. Washington Avenue, Suite 4000, Las Vegas, NV (702) 486-2880.
- **State of Nevada Real Estate Division**
License or Certificate of Exemption from the State of Nevada Real Estate Division is required pursuant to NRS 645. Department of Business & Industry Real Estate Division 2501 E Sahara, Las Vegas NV 89158 (702) 486-4033
- **Workers Compensation**
Affirmation of Compliance with Mandatory Industrial Insurance Requirements (form D-25) can be obtained from: <http://dirweb.state.nv.us/forms/d-25.pdf>. The link to the Division of Industrial Relations, Workers Compensation Section is: <http://dirweb.state.nv.us> or you may contact us at (702) 486-9080. All applicants should check with their worker's compensation insurance carriers.

License Fee Information

- **Application Processing Fee**
The processing fee of \$45.00 shown above in the fee section is per license category and is non-refundable.
- **Prorated Fees**
Fees may be prorated on a per month basis for the unused portion of the licensing period. If license application is denied or withdrawn, business license fees may be refundable upon written request.

- **Renewal Information**
Due date is defined as the day on which license renewal fees are due, and is the last day of the current licensing period on all licenses covered in Titles 6 and 7 of the Clark County Code. Payment for renewal of business licenses must be received by the 15th day following the due date. Payments received after the 15th day will be assessed penalties.
- **Required Licensing Inspections**
Business License Technician Finalization
A final application review and approval by a Business License Technician is required.
- **Fire Department Inspection**
The Clark County Fire Department will conduct an on-site inspection as a part of the licensing process.

Additional Information

- **Home Occupation Definition**
"Home Occupation" is defined as any commercial business conducted entirely within a dwelling unit and carried on by family members residing in the dwelling unit, the use of which is clearly incidental and secondary to the use of the dwelling for dwelling purposes, and does not alter the exterior or affect the residential character of the neighborhood, and in connection with which there is no display, nor stock in trade. Any commercial use conducted as a home occupation shall not involve the use of any accessory building or yard space, nor involve any activities normally associated with residential use outside of the main building. If you are doing business from your home, you must see Clark County Current Planning prior to applying for your business license to determine if your business is allowed as a home occupation (Clark County Code 30.08-42).
- **License Issuance**
Per Clark County Code 6.04.090, most licenses must be approved or denied within 45 working days from acceptance of a complete application by this department. Please be aware that all inspections must be completed with sufficient time for license approval. DUE TO INSPECTION REQUIREMENTS, WE ARE NOT ABLE TO ACCEPT GENERAL BUSINESS LICENSE APPLICATIONS UNTIL 45 WORKING DAYS PRIOR TO THE BUSINESS OPENING DATE.

Additional Facts

- **MAKE CHECKS PAYABLE TO: CLARK COUNTY DEPARTMENT OF BUSINESS LICENSE**
- **EMPLOYMENT SECURITY DIVISION:** Any business that employs one or more workers is an "employing unit" and must register with the Nevada Unemployment Compensation Program. Registration is done by submitting the NEVADA BUSINESS REGISTRATION FORM to the division as soon as employees are hired. 3405 Maryland Parkway, Las Vegas, NV 89109 Phone: (702) 486-0250 Fax # (702) 486-8226
- **FIRE DEPARTMENT:** If you use or store ANY hazardous materials or waste, you are required to contact the Clark County Fire Department at 455-7316, for guidance on proper storage and disposal.
- **BUSINESS LICENSE MAILING ADDRESS:** When mailing any documentation directly to our office using Next Day Service or delivery, please address to: 500 S. Grand Central Pkwy, Las Vegas, NV 89106.
- **PLEASE RETURN THIS CHECKLIST AT THE TIME OF APPLICATION.**
- **WE CHARGE \$1.00 PER PAGE FOR REQUESTED COPIES.**

INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED.

Additional Licensing Agencies:

Boulder City Licensing: 401 California Ave (702) 293-9219
Henderson Licensing: 240 Water St, Room 108 (702) 267-1730
Las Vegas Licensing: 400 Stewart Ave., 3rd Floor (702) 229-6281
North Las Vegas Licensing: 2266 Civic Center Dr. (702) 833-1520
Mesquite Licensing: 10 E. Mesquite Blvd. (702) 346-5295
State Contractors Board (702) 486-1100
County Clerk (702) 455-3156
Current Planning (1st Floor) (702) 455-4314
Secretary of State (702) 486-2880
State Dept of Taxation (702) 486-2300

Frequently Called Numbers:

DIRECTIONS:

STATE BUILDING: State of Nevada Department of Taxation (1st Fl), Secretary of State (4th Fl) - 555 E. Washington, North (Right) on Grand Central Pkwy to Bonneville, turn right. Take Bonneville to Las Vegas Blvd N, turn left, then right on Washington. The State Building is on the left side.

1/26/2007

<http://blselthelp/wizardPrintApplication.asp?headerId=292519&user=934>

IMPORTANT - PLEASE READ CAREFULLY

JACQUELINE R. HOLLOWAY
 DIRECTOR
 500 SOUTH GRAND CENTRAL PKY, 3RD FLOOR
 P.O. BOX 551810
 LAS VEGAS, NEVADA 89155-1810
 (702) 455-4252 (800) 328-4813
 FAX (702) 386-2168
http://www.co.clark.nv.us/business_license



To: All Applicants for a Clark County General Business License applying for a license in their own name (i.e. attorney, CPA, dentist, doctor, engineer, or real estate agent).
 The following requirements are frequently overlooked when completing the application and this results in delays in processing the license application:

1. On line 5 of the Nevada Business Registration doing business as, the business name is the name of the person applying for the license.
2. On the Nevada Business Registration form ownership information requested on line 10 must be provided. This information is considered confidential and is not released by the Department to the public.
3. On line 11 of the Nevada Business Registration form we only require the information requested in the first box. What we require is the date your business began at its current business address listed on line 7. License fees are due from this date.
4. On line 13 of the Nevada Business Registration form indicate the type of license applied for (i.e. attorney, CPA, dentist, doctor, engineer, or real estate agent).
5. The Clark County Business License Supplement item number 1 requires that all businesses provide proof of clearance from the Nevada Department of Taxation. All businesses must apply with the Nevada Department of Taxation. Applications **cannot** be processed without proof of clearance from the Nevada Department of Taxation. W-2 employees may file the Affirmation of Compliance form enclosed as proof of clearance.

6. If your business is a corporate entity registered in any state other than Nevada, contact the Nevada Secretary of State, and either file as a Nevada corporation or obtain a certificate of good standing from the Nevada Secretary of State. Without providing this documentation your application cannot be processed.
7. If your business or profession requires a state license you must provide a copy of the appropriate license issued by the State of Nevada.
8. License fees are listed on the Business License Checklist and are due at the time of application. You will be billed for any additional fees due based on the start date of the business listed on line 11 of the application.

If you have additional questions contact our Information Line at (702) 455-0174.

CLARK COUNTY BUSINESS LICENSE SUPPLEMENT

1. State law requires that all individuals or businesses seeking a business license must first register with the Nevada Department of Taxation, or receive an exemption of this requirement. Have you satisfied the requirements of the Nevada Department of Taxation? Yes No If you answered no, NRS 364A requires all businesses, corporations, or partnerships operating in Nevada to have a state business tax license.

To determine how to obtain the City/County Tax Compliance Letter contact the Nevada Department of Taxation at (702) 486-2300. Applications cannot be processed without proof of clearance from Taxation

2. Is the business owned by a legal entity such as a Corporation, Limited Liability Company, Registered Partnership, etc. and not an individual(s)? Yes No If you answered no go to question 3.

2a. Is this company listed on a stock exchange? Yes No

2b. Have you filed with the Nevada Secretary of State? Yes No If yes, is the current status active? The filed name must be listed on the Nevada Business Registration form, line 2. Registered legal entities must register with the Nevada Secretary of State, Commercial Filings Division (702) 486-2880 before a Clark County Business License can be issued. Provide copy of certificate of good standing or corporate certificate from Nevada Secretary of State

3. The Federal Welfare Reform Act implemented by the 1997 Nevada Legislature requires all professional and occupational licensing agencies add the following questions regarding child support:

Please mark the appropriate response - failure to mark one of the questions will result in denial of your application.

- Not subject to a court order for support of a child.
- Subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the District Attorney or other public agency enforcing an order for repayment.
- Subject to a court order for the support of one or more children and am NOT in compliance with the order or am in compliance with a plan approved by the District Attorney or other public agency enforcing an order for repayment.

The following entities are exempt from this requirement. Please circle the appropriate type: Multiple shareholder corporation, Non-profit, Multiple member LLC, or a Registered Nevada partnership.

4. Will you or your business be using a fictitious firm name, other than the one required to be registered with the Nevada Secretary of State, or if not registered, the business owner's legal name? Yes No If no, go to question 5.

4a. Have you filed a fictitious firm name with the Clark County Clerk? Yes No The filed name must be listed on the Nevada Business Registration form, line 5. Businesses using a fictitious firm must file that name with the Clark County Clerk's Office (702) 455-3156, and submit a filed copy with their application before a Clark County Business License may be issued.

5. Does your business or profession require a state license? Yes No If no, go on to question 6. If yes, you must provide a copy of the state license (doctor, attorney, engineer, contractor, etc.) showing the professional number and classification that is current and valid.

6. If you are based in a jurisdiction other than Unincorporated Clark County, please provide the name of jurisdiction (City of Las Vegas, City of Henderson, etc.) and your current valid license number from that jurisdiction. License Jurisdiction: _____ License Number: _____

7. Are you doing business from your home? Yes No If yes, you must obtain approval from Clark County Current Planning for a home occupation. Contact Clark County Current Planning at (702) 455-4314 for questions concerning approval.

8. Are you sharing space with another business? Yes No If yes, provide the name and address of the business. Business Name: _____ Address: _____ City, State, Zip Code: _____

9. All applications require a copy of property lease or proof of ownership for the property location.

Applications received by mail cannot be processed until all of these requirements are complete.

I declare under the penalty of perjury that the requirements listed above - to the best of my knowledge and belief - have been completed.

Signature: _____

Social Security Number: _____

Date: _____

Business Name: _____