



# CITY OF FALLON CLERK'S OFFICE

55 West Williams Avenue, Fallon, Nevada 89406

Phone: (775) 423-5104

Fax: (775) 423-8874

## BUSINESS LICENSE CHECKLIST

- **BUSINESS LICENSE APPLICATION.** Please complete the form in its entirety.
- **Proof of Business Name.** Articles of Incorporation, Partnership agreement and/or proof of Fictitious Firm Name registration. If your business is utilizing a fictitious firm name (DBA), it must be registered with the Churchill County Clerk/Treasurer's Office, 155 North Taylor Street, Fallon, Nevada. You will need to provide a copy of your proof of business name with your application.
- **STATE BUSINESS LICENSE.** You must register with the Nevada Secretary of State for a Nevada state business license. You may register online at [www.nvsilverflume.gov](http://www.nvsilverflume.gov). You may also register in person at the Nevada Secretary of State, 202 North Carson Street, Carson City, Nevada. If you have questions regarding a Nevada state business license, please contact them at 775-684-5708. You will need to provide a copy of your State business license with your application.
- **NEVADA STATE TAXATION.** You must register with the Nevada Department of Taxation by completing the sales and use tax permit registration online at [www.nvsilverflume.gov](http://www.nvsilverflume.gov). You may also register in person at the Nevada Department of Taxation, 4600 Kietzke Lane, Building "L", Suite 235, Reno, Nevada. If you have questions regarding the sales and use tax permit, please contact them at 866-962-3707. You will need to provide a copy of your proof of registration with your application.
- **STATE INDUSTRIAL INSURANCE.** You must provide proof Worker's Compensation Insurance or complete a Nevada Industrial Insurance affirmation of compliance, even if you have no employees. If you have questions, please contact the Nevada Industrial Insurance, 400 West King Street, Suite 400, Carson City, Nevada or at 775 684-7260. You will need to provide a copy of the proof of coverage or the completed compliance form with your application.
- **CERTIFICATE OF PROFESSION.** If you have a Certificate of Profession (i.e. Contractor's License, Child Care, Practitioner, Liquor distribution/importation, Gaming, DMV registration/license, Cosmetologist, etc.) you will need to provide proof of any required licenses with your application.
- **CHILD SUPPORT STATEMENT.** You must complete the Child Support Compliance Statement, included in this packet.
- **OTHER LICENSING (Liquor, Gaming, Cabaret).**
  - If your business will be serving or selling alcohol, you must complete the Liquor License Application.
  - If your business permits dancing or will be providing live entertainment, you must complete the Cabaret License Application.
  - If your business will be providing gambling games or gambling devices, you must complete the Gaming License Application.
- **SOLICITORS PERMIT.** If you will be going door to door, you must obtain a Solicitors Permit. This form can be obtained at the Fallon Police Department.
- **STATE HEALTH PERMIT.** A State Health Permit is required for all businesses handling food, beverages, or cosmetics. Please contact the Nevada Bureau of Health Protection Services at 775-423-2281 or 775-687-7533.
- **APPROVALS AND AGENCY SIGN-OFFS.** Business License staff will provide you with a sign-off form and information regarding certain federal, state, county, and city requirements. However, this service is informational and should not be construed as a final or complete interpretation of legal requirements, which must be obtained from the appropriate agency. You will be directed to all applicable agencies for final approval. These agencies may charge fees for any inspections to be made. You must obtain agency approval on the sign-off form before your license can be issued.
- **FEES.** The business license fee must be paid before your license can be issued.



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## BUSINESS LICENSE APPLICATION

Application Type:  New  Owner Change  Name Change  Manager Change  Location Change

Application Name: _____			Date of Application: _____		
Last	First	MI			
Applicant's Title : _____			Phone: _____		
Home Address: _____					
			City	State	Zip
Business Entity Type: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> DBA					
<input type="checkbox"/> Corporation <input type="checkbox"/> Association <input type="checkbox"/> Other: _____					
Business Name: _____					
Business Owner(s): _____			Phone: _____		
Business Manager: _____			Phone: _____		
Business Address: _____					
			City	State	Zip
Mailing Address: _____					
			City	State	Zip
Is this a Home Based Business: <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", you will be subject to the City's small commercial electric rates.					
Business Phone Number: _____			Business Fax Number: _____		
Email Address: _____					
Federal Tax ID: _____			NV Business License Number: _____		
Nevada Taxation Number: _____			Nevada Contractor Number: _____		
County Number: _____					
Nature of Business: _____					

I certify that the business stated above, anticipates annual gross sales of:

	Annual Gross Receipts	License Fee
<input type="checkbox"/>	Between \$0.00 and \$24,999.00	\$50.00
<input type="checkbox"/>	Between \$25,000.00 and \$99,999.00	\$100.00
<input type="checkbox"/>	Between \$100,000.00 and \$249,999.00	\$150.00
<input type="checkbox"/>	Between \$250,000.00 and \$499,999.00	\$200.00
<input type="checkbox"/>	Between \$500,000.00 and \$749,999.00	\$250.00
<input type="checkbox"/>	Between \$750,000.00 and \$999,999.00	\$300.00
<input type="checkbox"/>	Over \$1,000,000.00. For each additional \$500,000 of gross receipts, the fee shall be increased by \$125 (Example: \$1,768,593.00 = \$550.00 License Fee)	
<input type="checkbox"/>	Change of Owner, Manager, Name or Location = \$5.00 fee	
<b>TOTAL LICENSE FEE</b>		

I declare under penalty of perjury that the foregoing is true and correct:

1. That I have read and reviewed a copy of Chapter 5.04 of the Fallon Municipal Code – Business Licenses;
2. That upon approval of a Business License, I will conduct the business and business establishment in accordance with the provisions of the laws of the State of Nevada, the United States, and the ordinances of the City of Fallon applicable to the conduct of business; and
3. That the above information is true and correct to the best of my knowledge and belief and that such declaration is made with the full knowledge that any failure to disclose, misstatement, or other attempt to mislead may be considered sufficient cause for denial of a business license.

\_\_\_\_\_  
Applicant's Signature



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### CHILD SUPPORT COMPLIANCE STATEMENT

In compliance with State and Federal law, applicants applying for a Business License are required to complete and submit this Child Support Information Statement with their Business License Application. Failure to complete this form will be an automatic denial of any license, certificate or permit that you are applying for.

- 1. I am not subject to a court order for the support of a child.
- 2. I am subject to a court order for the support of one or more children and in compliance with the order or in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- 3. I am subject to a court order for the support of one or more children and **NOT** in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order. *\*\* Note: If you have marked this response you should contact the District Attorney or other public agency enforcing the order to determine the actions that you may take to satisfy the Order.*

I certify, under penalty of perjury to the truth and accuracy of all statements contained herein.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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



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## BUSINESS LICENSE LOCATION APPROVAL FORM

The following signatures indicating compliance with applicable health, safety zones, and building standards must be secured by the applicant before a City of Fallon business license can be issued.

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

### (24 HOUR NOTICE MAY BE REQUIRED)

**City of Fallon Building Department**  
Gary Johnson, Building Inspector  
55 West Williams Avenue, Fallon, Nevada 89406

Office: 775-423-5107  
Cell: 775-217-5967

Approved By: \_\_\_\_\_

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

**City of Fallon Engineering Department**  
55 West Williams Avenue, Fallon, Nevada 89406

Office: 775-423-5107

Approved By: \_\_\_\_\_

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

**City of Fallon/Churchill County Fire Department**  
Mitch Young, Fire Marshall  
20 North Carson Street, Fallon, Nevada 89406

Office: 775-423-0665  
Cell: 775-427-7911

Approved By: \_\_\_\_\_

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

### SALE OF CONSUMABLE ITEMS, MUST BE APPROVED BY THE HEALTH DEPARTMENT

**Consumer Health Division**  
155 North Taylor Street, Suite 103, Fallon, Nevada 89406

775-423-2281  
775-687-7571  
775-687-7539

Approved By: \_\_\_\_\_

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

#### OFFICIAL USE ONLY:

Account No. \_\_\_\_\_ License No. \_\_\_\_\_ Zone: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Payment Received By: \_\_\_\_\_

**STATE OF NEVADA, DIVISION OF INDUSTRIAL RELATIONS**  
**AFFIRMATION OF COMPLIANCE**  
**WITH MANDATORY INDUSTRIAL INSURANCE REQUIREMENTS**  
*(Instructions with Definitions are located on reverse side)*

<b>Business Name</b> (Include any name doing business as)	<b>Type of Business</b>	<b>Business Telephone Number</b>	
<b>Business Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Federal Identification No.</b>	<b>Social Security No.</b>	<b>Contractor's Board License No.</b>	
<b>Name of Principal Owner</b> (Please Print)		<b>Principal Owner's Telephone No.</b>	
<b>Principal Owner's Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>

Identified as: (Complete one section only)

( ) That the above identified business has obtained industrial workers' compensation insurance as required by Chapter 616A to D, inclusive, of the Nevada Revised Statutes (NRS):

<b>Effective Date of Coverage</b>	<b>Account Number</b>
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( ) That the above identified business is not subject to the provisions of Chapter 616A to D, inclusive, of the Nevada Revised Statutes, due to a statutory exemption or as a business which has no employees nor hires any independent contractor or subcontractor.

( ) That the above identified business has a valid certificate of self-insurance pursuant to Chapter 616A to D, inclusive, of Nevada Revised Statutes.

<b>Effective Date</b>	<b>Certificate Number</b>
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I declare that I have the authority to act on behalf of the above described business, and am applying for a license to operate said business as a(n): ( ) Individual ( ) Sole Proprietor ( ) Partnership ( ) Corporation

<b>Name of Applicant</b> (Please Print)	<b>Applicant's Telephone No.</b>
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<b>Applicant's Residence Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
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I do hereby affirm that the above information is true and correct.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

<b>Signature of Applicant</b> (To be signed in the presence of the business license office employee)	<b>Applicant's Title</b>
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<b>Witness Signature</b> - (Business License Office Employee)	<b>Name of City or County</b>
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**If unable to sign this document in the presence of a Business License Employee, the Applicant's signature must be notarized.**

SUBSCRIBED and SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 NOTARY PUBLIC

## *INSTRUCTIONS*

The provisions of Chapter 616A to D, inclusive, of the Nevada Revised Statutes require every person, firm, voluntary association, and private corporation, including any public service corporation, which has any person, subcontractor, or independent contractor, under contract of hire, to obtain industrial insurance coverage in Nevada or obtain a certificate of self-insurance from the Nevada Commissioner of Insurance. **Subcontractors and independent contractors engaged in the same trade, business, profession or occupation as the hiring person or business, are by law considered to be employees.** One exception to the requirement for industrial insurance is if you or your business hires no employees, subcontractors or independent contractors. You are not required to obtain industrial insurance coverage for the following employees: theatrical or stage performers; casual musicians; household domestics, farm, dairy, agricultural or horticultural laborers, or persons engaged in stock or poultry raising; voluntary ski patrolman; real estate brokers and/or salesmen; direct sellers; or clergy. Businesses which elect to obtain industrial insurance coverage for such persons, gain valuable rights and significantly reduce liabilities for injuries to these persons. **A business which hires persons who are exempt from the provisions of Chapter 616A to 617, inclusive, of the Nevada Revised Statutes may be held liable in tort for injuries to those persons.** A business which hires exempt persons may elect to obtain industrial insurance, including sole proprietor coverage and partnerships.

**IMPORTANT NOTICE:** Pursuant to the provisions of NRS 616D.200(1): Any employer within the provisions of NRS 616B.633 who fails to provide, secure or maintain compensation as required by the terms of this chapter, is: (a) for the first offense, guilty of a **misdemeanor** and (b) for a second or subsequent offense committed within 7 years after the previous offense, guilty of a **category D felony**.

Definitions for Purposes of this Affirmation:

"Applicant" is the person executing this document.

"Business Name" is the name under which the business will operate, including the identification of any other names under which the entity will do business.

"Corporation" is a business which is incorporated in the state of Nevada or in any other state, and which is recognized as an active corporation by the Secretary of State for the State of Nevada.

A Type of Business@ means the nature of business . . .

"Individual" is a person who operates a business which hires no employees, subcontractors or independent contractors.

"Partnership" is a business which is owned and operated by two or more individuals who share ownership rights to the net profits of the business and who share in all the liabilities of that business. A limited partnership is included in the term partnership if the limited partners are investors only, and do not perform services for the business.

"Principal Owner" is the owner, sole operator, designated general partner, or resident agent for the corporation.

"Sole proprietor" is a self-employed owner of an unincorporated business and includes working partners and members of working associations which may or may not hire employees.