Churchill County Planning

Planning Commission
Planning Department
Drafting Department
Zoning Enforcement
Business License Dept.

Dear Business Owner:

In order to complete an application for a business license you will need to show proof of compliance with state regulations for doing business in the State of Nevada and in your industry. Please start by logging onto the Nevada Business Portal, called *SilverFlume*, at www.nvsilverflume.gov and complete your Common Business Registration (CBR). This form may be used by partners with the state portal to gather information needed for applications for many different state agencies regulating your business.

Since the business portal is new, not all state agencies are partnered with them at this time. It is your responsibility to ensure that your business is registered for the permits and licenses you need for your industry type and your local jurisdiction. If you have any question what these might include, you may contact the Churchill County Planning Department at 775-423-7627 for more information.

The next page is a checklist to help you make sure that you complete all of the requirements for obtaining a business license. Please provide either a copy of the receipt where you applied or the actual permit or license for each of the items that pertain to your type of business along with your business license application to Churchill County.

You must also comply with land use zoning for business locations within Churchill County. Please contact the Churchill County Planning Department with your proposed business location to check that the property is zoned appropriately or if any use permits may be required in that location.

Attached is the packet for a Churchill County Business License. **Our license fees are: $125.00 annually (based upon calendar quarters) or $50.00 quarterly, your choice.** Please make the check payable to: Churchill County Planning.

We look forward to assisting you to get you licensed to do business in Churchill County. Please note that the state business license does not take the place of any license or regulations of the local jurisdiction, and that Churchill County and the City of Fallon are separate jurisdictions with their own licensing regulations. If I can be of any further assistance, please don't hesitate to contact me.

Thank you,

Michael K. Johnson
Planning Director

155 North Taylor Street, Suite 194 ♦ Fallon, NV 89406 ♦ Phone (775)423-7627 ♦ Fax (775)428-0259

State Requirements Checklist

- ☐ **Common Business Registration** on *SilverFlume* portal, www.silverflume.gov. A copy of this may be substituted for the application in the Business License Application.

- ☐ **Entity Registration** (if applicable) on SilverFlume portal. Your INC, LLC, LTD, etc. must be registered in order to link all other documentation to it. For more information contact Nevada Secretary of State, 800-450-8594.

- ☐ **State Business License** on *SilverFlume* portal. Please be sure to read all questions as there are exemptions that may apply. For more information contact Nevada Secretary of State, 800-450-8594.

- ☐ **Worker's Compensation Declaration (D-25)** on *SilverFlume* portal. The declaration form is also provided in the Business License Application. You are subject to Nevada State Labor Laws and must provide Worker's Compensation coverage for employees.

- ☐ **Taxation Registration** on SilverFlume portal. For more information contact Nevada Department of Taxation, 866-962-3707.

- ☐ **Certificate of Fictitious Name** (if applicable) must be filed with the Clerk of each county in which you conduct business per NRS 602 for all businesses operating under a name that is in any way different from the name(s) of the owner(s) or the name of the entity registered with the Secretary of State. The form is provided in the Business License Application. *Filing fee applies.*

- ☐ **Child Support Statement** applies to all persons (not registered entities) who operate a business. The form is provided in the Business License Application and must be completed per NRS 269.171.

- ☐ **Certificate of Profession** (where applies) must be provided to show compliance with the regulating agency for your business industry, including, but not limited to, Real Estate Broker/Agent, Massage Therapist, Insurance Agent, Contractor's License, Child Care, Practitioner, Liquor distribution/importation, Gaming, DMV registration/license, Locksmith/Safe Mechanic, etc.

- ☐ **State Health Permit** is required for all businesses handling food, beverages, or cosmetics and must be obtained from the Nevada Bureau of Health Protection Services, 775-423-2281 or 775-687-7533. *A permit from any other health district is not valid in Churchill County.*

The following are some local requirements in addition to those listed above:

- ☐ **Business License for the business location serving Churchill County**. In order to be able to license a business from a location outside our jurisdiction you need to provide proof that you are licensed to conduct business from that location if a business license is required.

- ☐ **Liquor/Gaming/Peddler Permit** from Churchill County Sheriff for these business activities. You may contact the Sheriff's office at 775-423-8083 and the applications are available on the Applications page of our website.

Please submit proof of compliance for those listed above that apply to your operation along with your Business License Application to the Churchill County Planning Department. There may be other affidavits that apply to your business operation, so please contact us at 775-423-7627 to discuss your business activities.

CHURCHILL COUNTY BUSINESS LICENSE APPLICATION

Date of Application:_____

Applicant's Name:_____ Position/Title:_____

Business Name:_____ Business Phone No.:_____

Business Address:_____ Parcel No.:_____ Zoning:_____

Mailing Address:_____

Type of Business:_____

For business locations in Churchill County only:

Are you the owner of the property where the business will be located? Yes ☐ No ☐
If no, for a home based business you must furnish a letter from the property owner stating you have permission to operate a business from the parcel.

Are you planning on putting up a sign? Yes ☐ No ☐
If **yes**, please check with both the Planning Department and the Building Department for sign requirements and permits.

Please indicate if this will be issued under one of the following types of permits, if applicable:

Special Use Permit ☐ Conditional Use Permit ☐ Non-Profit ☐ Agriculture ☐ or None ☐

For All Businesses, please check and complete the following:

New Business ☐ Change of Ownership ☐ If so, previous owner:_____

Change of Business Location ☐ If so, prior location:_____

Change of Business Name ☐ If so, prior business name:_____

Please check and provide documentation of the following:

Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Association ☐ LLC ☐

A **Certificate of Fictitious Name** must be filed with the Churchill County Clerk/Treasurer's Office for any business operating under an assumed name per NRS 602.

If **Sole Proprietorship** or **Partnership,** all owners must complete a **Child Support Form**.

If **Corporation, Association** or **LLC**, you must furnish a printout of the filing on the Nevada Secretary of State's website to show the entity name as registered, the filing status, and the expiration of the state business license.

IF BASED OUTSIDE OF THE JURISDICTION BOUNDARIES OF CHURCHILL COUNTY, A COPY OF YOUR BUSINESS LICENSE FROM THAT LOCATION IS REQUESTED.

Please **check** all that apply to your business **and furnish copies** of these documents or exemptions:

NV State Contractor's License ☐ NV Department of Motor Vehicles Garage or Dealer's License ☐

NV State Health Permit ☐ NV State Child Care License ☐ **Worker's Compensation Ins.** ☐

Liquor License ☐ Gaming License ☐ Brothel License ☐ Certificate of Profession ☐ Other ☐

Nevada State Business License ☐ **Nevada State Taxation Permit** ☐

NV Business ID#_____ Tax ID# _____

I declare under penalty of perjury that the aforementioned information and attached documentation is true, correct and current.

_____ _____

SIGNATURE OF APPLICANT DATE

BUSINESS LICENSE FEE: $125 for a year based upon calendar quarters OR $50 for each calendar quarter

AMOUNT PAID: _____

DEPARTMENT USE ONLY

Business License Fee:_____ (Annual/Quarterly) or Fee Waived: ☐ Effective Date:_____

B/L Account Number:_____ If applicable, Permit Type:_____ Permit Number:_____

C.C. Building Dept.:_____ Date:_____

C.C. Fire Dept.:_____ Date:_____

State Health Official: _____ Date:_____

C.C. Business License Dept.:_____ Date:_____

There will be a $20.00 filing fee
Please make checks payable to:
Churchill County Clerk/Treasurer
155 N. Taylor St., Suite 110
Fallon, NV 89406

5.00.22 Filing Certificates of Fictitious Business Name

A. Requirement of Filing Certificate: Every person doing business in this county under an assumed name, that is in any way different from the legal name of each person who owns an interest in the business, or in the case of an artificial person, its name as it appears in the records of the secretary of state, must file a certificate containing the information required by Nevada Revised Statutes 602.020 with the county clerk. Except for subsection B of this section, providing for the term of the certificate and renewal certificate, chapter 602 of Nevada Revised Statutes applies to all other aspects of the certificate.

B. Term of Certificate and Renewal Certificate:

1. A certificate filed with the clerk expires five (5) years after the date it is filed or within one (1) year of the effective date hereof, whichever is later. The certificate must contain the statement that it expires after five (5) years.

2. On or before the expiration of a certificate or a renewal, the person doing business in the county under an assumed or fictitious name must file a renewal certificate containing the information in Nevada Revised Statutes 602.020 with the county clerk. The renewal certificate must contain a statement that it expires after five (5) years.

3. A renewal certificate filed with the clerk expires five (5) years after the date it is filed.

4. The county clerk will cause notice to be published in a newspaper of general circulation in the county that persons who have filed certificates pursuant to Nevada Revised Statutes 602.020 for doing business under an assumed or fictitious name must renew the certificate within five (5) years after it was filed or within one year of the effective date hereof, whichever is later. (Bill 2002-D, 2002)

NRS 602.010 Filing of certificate with county clerk.

1. Every person doing business in this state under an assumed or fictitious name that is in any way different from the legal name of each person who owns an interest in the business must file with the county clerk of each county in which the business is being conducted a certificate containing the information required by NRS 602.020.

2. A person intending to conduct a business under an assumed or fictitious name may, before initiating the conduct of the business, file a certificate with the county clerk of each county in which the business is intended to be conducted.

CERTIFICATE OF FICTITIOUS BUSINESS NAME

*****THIS CERTIFICATE EXPIRES 5 YEARS FROM FILE DATE*****

☐ **NEW** ☐ **RENEWAL OR REPLACE EXISTING**

_____
(PRIOR RELATED FILING NUMBER)

STATE OF NEVADA)
) ss.
COUNTY OF CHURCHILL)

I / We hereby certify that I / We are conducting a _____ business in the City of Fallon and / or the County of Churchill, State of Nevada, under a designation not showing the name(s) of the person(s) interested in conducting or carrying on said business in the City of Fallon and/or the County of Churchill, State of Nevada, under the designation not showing the name(s) of the person(s) interested in carrying on such business under the fictitious name of:

_____
(FICTITIOUS BUSINESS NAME)

_____
(BUSINESS STREET ADDRESS) ***(BUSINESS PHONE/EMAIL)***

The name(s) of the person(s) interested in or carrying on such business:

(1) _____
(NAME OF INTERESTED PARTY- TYPE/PRINT)
_____
(BUSINESS OR RESIDENCE ADDRESS)
_____
(CITY, STATE, ZIP)

(2) _____
(NAME OF INTERESTED PARTY - TYPE/PRINT)
_____
(BUSINESS OR RESIDENCE ADDRESS)
_____
(CITY, STATE, ZIP)

(3) _____
(NAME OF INTERESTED PARTY - TYPE/PRINT)
_____
(BUSINESS OR RESIDENCE ADDRESS)
_____
(CITY, STATE, ZIP)

(4) _____
(NAME OF INTERESTED PARTY- TYPE/PRINT)
_____
(BUSINESS OR RESIDENCE ADDRESS)
_____
(CITY, STATE, ZIP)

SIGNATURE OF: OWNER, PARTNER OR AUTHORIZED OFFICER AND TITLE

(1) _____ **(3)** _____

(2) _____ **(4)** _____

STATE OF NEVADA)
) ss.
COUNTY OF CHURCHILL)

On this _____ day of _____, 20_____, before me personally appeared _____

_____

known to me to be the person(s) described in and who executed the foregoing instrument, who acknowledged to me that _____executed the same freely and voluntarily, and for the uses and purposes therein stated.
In witness whereof I have hereunto set my hand and affixed my official seal this _____ day of _____20_____.

_____
Notary Public/Deputy County Clerk
Churchill County, Nevada

Child Support Form

NRS 269.171 requires that before Churchill County issues any license, permit or certificate to practice a profession or occupation pursuant to NRS 269.170, an applicant for the issuance or renewal of such a license, permit or certificate shall submit to the Town Board or Board of County Commissioners the statement prescribed by the Welfare Division of the Department of Human Resources pursuant to NRS 425.520. The statement must be completed and signed by the applicant.

If an applicant is not in compliance with a child support order or payment plan, the applicant must contact the Churchill County District Attorney's Office or other public agency enforcing the child support order, obtain the necessary order or letter indicating required compliance, and upon receipt of that order or letter by Churchill County, the license will be issued.

Please initial the appropriate response.
Failure to respond will result in the denial of the application.

_____ 1. I am not subject to a court order for the support of a child.

_____ 2. I am subject to one or more court orders for the support of one or more children and am in compliance with all orders or with all plans approved by the district attorney or other public agency enforcing the order or plan for the payment and repayment of the amount owed pursuant to all orders.

_____ 3. I am subject to one or more court orders for the support of one or more children and I am not in compliance with all orders or with all plans approved by the district attorney or other public agency enforcing the order or plan for the payment and repayment of the amount owed pursuant to all orders.

_____
Signature of Applicant

_____
Date

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

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

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):

Effective Date of Coverage **Account Number**

( ) 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.

Effective Date **Certificate Number**

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

Name of Applicant (Please Print)		**Applicant's Telephone No.**	
Applicant's Residence Address	**City**	**State**	**Zip Code**

I do hereby affirm that the above information is true and correct.

DATED this_____day of_____, 20_____.

Signature of Applicant (To be signed in the presence of the business license office employee) **Applicant's Title**

Witness Signature - (Business License Office Employee) **Name of City or County**

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.

AType 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.

Initial by each reference

COMMERCIAL OUTSIDE STORAGE

Storage (for example: pipes, construction materials, and other small equipment and tools used to conduct the business, not for retail sale) must comply with *Churchill County Code 16.16.020.3*. This does not include items such as vehicles used for the business or display of vehicles for sale (for example: a vehicle, manufactured/mobile home, recreational vehicle, trailer, farm equipment rental or sales lot).

_____ Outside storage areas shall be enclosed by a one hundred percent (100%) sight obscuring fence or wall, permanently installed and maintained at a minimum height of six feet (6'); no materials and/or equipment shall be stored therein to a height exceeding that of the wall or fence.

_____ Storage areas shall not be located within easements, setbacks, or parking areas, and shall not interfere with normal traffic flow or impede driver visibility.

_____ Shipping containers or other similar enclosures used for storage shall be screened from view from a public right of way by a one hundred percent (100%) sight obscuring fence or wall six feet (6') in height or the height of the shipping container, whichever is greater. Shipping containers may not be stacked and must be maintained in good condition.

COMMERCIAL OUTSIDE DISPLAY OF GOODS OR MERCHANDISE

Display (for example: temporary sales or promotional events outside the primary structure; including clearance sales, streets vendors; and permanent display of merchandise associated with businesses; including nurseries, landscaping, automobile rental and sales, and equipment rental and sales) must comply with *Churchill County Code 16.16.020.3.2*.

_____ Display shall not be located in easements or rights of ways, on sidewalks, in setbacks, in parking areas, nor shall interfere with normal traffic flow or impede driver visibility.

_____ Display of household merchandise and goods (items not normally used or stored outside) is limited to the hours of operation and cannot be left outside overnight.

_____ Street vendors using your property must set up in a way to provide for parking out of easements and rights of way, to allow for traffic flow and prevent congestion, to mark traffic control, and to identify parking spaces.

COMMERCIAL ADVERTISING SIGNS

_____ A building permit is required to erect, construct, enlarge, alter or relocate any sign within Churchill County. Any freestanding sign located on property abutting a state maintained road must acquire all necessary permits and approvals from the Department of Transportation prior to application for a Churchill County building permit.

_____ The signs for my business comply with the size, height, area, and location regulations in *Churchill County Code 16.16.020.6*.

COMMERCIAL PARKING

_____ Parking areas comply with *Churchill County Code 16.16.020.5* and *Nevada Revised Statutes 484.408*.

_____ Parking areas shall be used solely for automobile parking. Parking spaces cannot be used for merchandise display, permanent sales, storage of inoperable, unlicensed vehicles, repair work, dismantling or servicing of any kind. Parking areas shall not be used for overnight sleeping or camping.

I have read and understand the preceding information and agree to comply with the regulations regarding my commercial business. I also understand that other regulations not included on this form, which are part of the Churchill County Code, may apply to my business, and it is my responsibility to research and comply with those as well.

_____	_____	_____
Name of Business	Signature	Date