



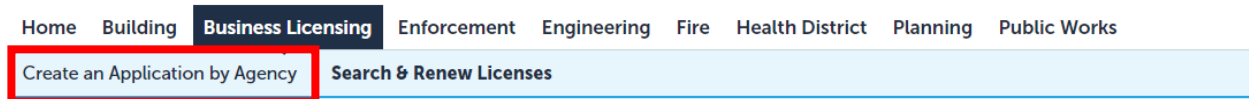
How to apply for a Business License using onenv.us.

The ONE welcomes your business to our region! Thank you for using onenv.us.

- Prior to submitting a business license application for Reno, Sparks or Washoe County, applicants must first complete Nevada State business requirements. Visit silverflume.gov to register your business and complete the State requirements.

When you have completed the State requirements, please log into your account at onenv.us to apply.

1. Select 'Business Licensing' then 'Create an Application by Agency'.



2. Expand 'Licenses' to select all license types that pertain to your business.

- Exceptions Below

Select Services

- ▶ Building
- ▶ Enforcement
Submit a complaint.
- ▶ Engineering
- ▶ Fire
- ▶ Health
- ▶ **Licenses**
Select all license types that pertain to your business
 - City of Reno - Annual License Application
 - City of Reno - Quarterly License
 - City of Reno - Quarterly Gaming License
 - City of Reno - Temporary Permit Application
 - City of Reno - Utility Franchise Application
 - City of Sparks - Alcohol License Application
 - City of Sparks - Annual License Application
 - City of Sparks - Gaming License Application
 - City of Sparks - Quarterly License Application
 - City of Sparks - Utility License Application
 - Washoe County - Annual License Application
 - Washoe County - Gaming License Application
 - Washoe County - Medical Marijuana License Application
 - Washoe County - Quarterly License Application
 - Washoe County - Utility License Application
- ▶ Planning

- Some business activities are not eligible for the multi-jurisdictional license process, specifically if they are privileged activities. The following business activities will need to apply at each jurisdiction separately:

Second hand merchandise sales	Residential house cleaning
Alcohol (intoxicating liquor) including Alcohol catering	Locksmith
Alcohol wholesale and/or importing	Gaming and Slot Route Operators
Peddlers/solicitors including Ice Cream Trucks	Auctioneers
Vehicles for Hire	Escort/Outcall service
Towing & Booting	

3. Enter the Nevada State Business registration ID. Proof of registration must be attached later in the application prior to submitting the application. Select 'Continue Application'.

Home Building **Business Licensing** Enforcement Engineering Fire Health District Planning Public Works

Create an Application by Agency Search & Renew Licenses

Business License Application

1 Apply for Licenses 2 Attachments 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Apply for Licenses > Page 1

The ONE welcomes your business to our region! Business license applicants must first complete Nevada State Business requirements. Proof of registration must be attached prior to submittal.

Nevada Business Registration: Per NRS 364A, all applicants must register with the Nevada Secretary of State's Office for the Nevada State Business License. You may register online at www.nvsilverflume.gov or in person at their office located at 202 North Carson Street in Carson City.

Nevada State Department of Taxation: Per NRS 360, all applicants may register at www.nvsilverflume.gov.

State Industrial Insurance: Per NRS 616, all applicants must submit proof of compliance with Workers Comp requirements at www.nvsilverflume.gov.

Fictitious Name: Per NRS 602, if your business is utilizing a fictitious firm name (also known as doing business as or DBA) in place of your legal first and last name or a corporate name filed with the Nevada Secretary of State, the name must be registered with the Washoe County Clerk's Office at 1001 E 9th Street Bldg A, in Reno. You are required to attach a copy of the front and back of the form filed with the Washoe County Clerk's office to this application.

* indicates a required field.

Nevada State Business License ID

 NEVADA BUSINESS LICENSE ID (RENO)

* Please enter your Nevada business license ID:

Save and resume later

Continue Application »

- 4. Enter the physical location of the business.** If the business location is within the ONE region (Reno, Sparks, Washoe County), click 'Search' to validate the business address. Select the address and/or 'Continue Application'.

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* indicates a required field.

Business Location

If the business location is within the ONE region (Reno, Sparks, or Washoe County), click 'Search' before you continue the application. If no results are found, click 'Continue Application'. Verification of the business location will be required later in the application.

Street No.: Direction: * Street Name: Street Type:

Unit No.: Unit Type:

City: State: Zip:

- 5. Add the Licensee of the business.** 'Select from Account' allows you to select the contact information you entered during your account registration. If you registered as an Organization or on behalf of an individual, 'Add New' if the responsible individual or owner of the business is not in your contact list.
- 6. Add individuals with interest or ownership in the business.** Select or add additional owners, officers, or individuals associated to the business.
- 7. Verify or Select the Jurisdiction of your business location.** If the business is located within the ONE region (Reno, Sparks and Washoe County) and the address was validated when the business location was entered previously, the correct jurisdiction should be selected.
- **Out of Area should only be selected when the physical location of your business is located outside the ONE region (Reno, Sparks or Washoe County).**
 - **Update the jurisdiction if it is incorrect.**


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If your address was previously validated in the application, the jurisdiction will be selected.

Out of Area should only be selected when the physical location of your business is located outside the ONE region (Reno, Sparks or Washoe County). If Out of Area is selected incorrectly, select the jurisdiction where your business is located.

* indicates a required field.

Jurisdiction of Business Location

 Jurisdiction (SPARKS)

* Please select the jurisdiction of your business:

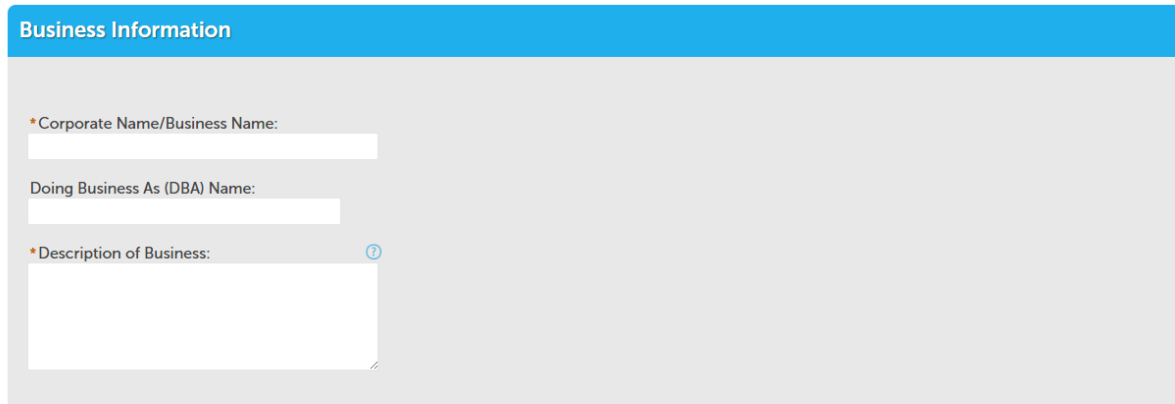
★ Update to display the correct jurisdiction

8. Enter the Business Information.

- **DBA or doing business as:** If your business is utilizing a fictitious firm name, DBA, in place of your legal first and last name or a corporate name filed with the Nevada Secretary of State, the name must be registered with the Washoe County Clerk’s Office at 1001 E 9th Street Bldg. A, in Reno. You are required to attach a copy of the *front* and *back* of the DBA form to this application.

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* indicates a required field.



9. Enter Business Details. Each jurisdiction has varying questions per application.

10. Attachments: Proof of registration of State requirements and DBA must be attached prior to submittal.

- **Nevada Business Registration:** Per NRS 364A, all applicants must register with the Nevada Secretary of State’s Office for the Nevada State Business License. You may register online at nvsilverflume.gov or in person at their office located at 202 North Carson Street in Carson City.
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11. Review the application for accuracy and completeness. If you agree to the certification at the bottom of the application summary, click the box.

12. Pay fees associated to the application and **Submit Payment**. Note* Additional fees may be assessed later.

When the application is submitted, staff reviews for accuracy and completeness. If there is additional information required, an email will be sent to the registered user account.

You can monitor the status of your application by logging into your user account and clicking on the application link. Once the application has been approved and you selected email as your preferred method of contact, the license will be emailed to you at issuance. If you selected any other preference, the license will be mailed to the mailing addresses of the application.