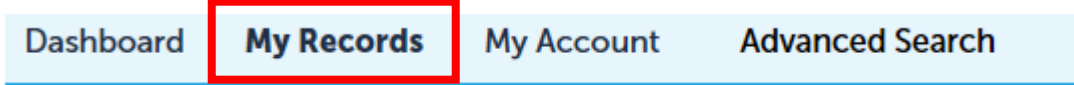




How to renew your Business License using onenv.us

To renew your business license, create an account at onenv.us and log in. For assistance creating your account, go to [Register Account](#).

From the home screen, click 'My Records'.



To display your records (license and permits), expand each service listed by clicking on the small arrow:



If your records do not appear, your account has not been linked to your email address. For assistance, go to [Link Existing Account](#).

- If you searched to find your license because it was not displayed under 'My Records', you will not be able to renew the license from the results screen. Do not attempt to add the record to your cart. You must access the license from 'My Records'. For assistance, go to [Link Existing Account](#).

All records and any actions available are listed under **Action**.

Record Number	Record Type	DBA Name	Corporate Name/Business Name	Address	Expiration Date	Status	Action
<input type="checkbox"/> 16TMP-001774	Utility Franchise License Renewal						Resume Application
<input type="checkbox"/> R000075Q-LIC	Quarterly License	Restaurant & Bar	RB Ltd	445 W PLUMB LN RENO 89509	12/31/2016	Active	Amendment
<input type="checkbox"/> R000074A-LIC	Annual License	Florida Pawnbroker	Florida Corporation	8565 N VIRGINIA ST RENO 89506	08/31/2017	Active	Pay Fee Due for Renewal Amendment
<input type="checkbox"/> S000032U-LIC	Utility Franchise License	test	test copr	431 prater	07/01/2016	Active	Renew License Amendment
<input type="checkbox"/> S000032U-APP-2016	Utility Franchise Application	test	test copr	431 prater		Issued	
<input type="checkbox"/> S076311-001A-RWL	Annual License Renewal		American Inspection & Detection LLC	615 Spice Island Dr #9 Sparks NV 89431		Renewed	
<input type="checkbox"/> S076311A-LIC	Annual License		American Inspection & Detection LLC	615 Spice Island Dr #9 Sparks NV 89431	09/01/2017	Active	Amendment

If you applied for, and received a multi-jurisdictional business license, you must renew each jurisdiction's business license separately (i.e., use this process to renew your Reno license, then your Sparks license, then your Washoe County license).

1. Select the LIC (License) record you would like to renew. If 'Renew' is not displayed, the license is not due for renewal.

<input type="checkbox"/> S000037A-LIC	Annual License	Sparks License	La la la la	431 PRATER WAY SPARKS NV 89431	08/31/2016	Active	Renew License Amendment
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- If the record has anything other than **LIC** in the number, it is not a license record and cannot be renewed using this process.

2. Select 'Renew'. Verify all information is correct and complete the required fields*.

If information on the license is incorrect and the system allows you to update the information on the renewal record, please enter your changes. The updates will be included on the license.

If the change cannot be made on the renewal, then an amendment is required.

Amendments are required for:

- Business name
- Change of Licensee
- Business location
- Closing the license
- Entity change

3. Enter Number of Personnel and Gross Receipts (12-Month).

- Make any changes to the contractor's license information in this location.
 - **Contractors:** If you are the general contractor of a large job and have paid subcontractors for work performed on the job, you may deduct these amounts from your gross receipts. The subcontractors must have a valid business license in the jurisdiction. You must enter the subcontractors Sparks, Washoe or Reno business license number and the amount paid in order to deduct them.

4. Review the information you have provided. You may 'Edit' information at this time.

5. If all information is correct, select 'Continue Application'. The summary of fees are displayed.

6. Select 'Check Out' to make a payment and complete the renewal process. Once your renewal has been reviewed and approved by staff, you will receive an email with your current Business License.