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## Department of Business License

VINCENT V. QUEANO  
DIRECTOR

500 SOUTH GRAND CENTRAL PKY, 3<sup>RD</sup> FLOOR  
BOX 551810

LAS VEGAS, NEVADA 89155-1810

(702) 455-4252

FAX (702) 386-2168

<http://www.clarkcountynv.gov/businesslicense>

### CHECKLIST FOR APPLICATION FOR CHANGE OF BUSINESS LICENSE

Sections 6.04.075, 6.04.090, 6.04.100, 6.04.110, 6.04.120, and 6.04.130 and of the Clark County Code, provide guidelines for changes to existing business licenses, i.e., adding licenses or lines of service, changes to location, name, mailing address, officer changes and ownership changes of 99% or less. (Note: Ownership changes of 100% will require a new license.)

I. All changes require the following:

1. A current mailing address and phone is required for **all** change applications. If this section is not completed we may return your change request without processing it. (*We will forward ALL correspondence to your location address in the absence of a current mailing address.*)
2. The **Application for Change of Business License** form must be completed and signed by an owner or officer of the business.
3. A fee of \$25 will be charged for *each change on each license*. Payment can be made by cash, check, or money order made payable to: Clark County Department of Business License.
  - a. If renewing your license at the same time, please provide a separate check or money order for the license renewal fees and the change request fees.
4. Additional documents may be required for Regulated or Liquor & Gaming licenses. Please call (702) 455-4125 for further information.

II. Business Name Change and/or Location Change

1. Business Name Change:

- a. A file stamped copy of the Fictitious Firm Name (DBA) from the Clark County Clerk's office, or a file stamped copy of the Amended Name Change articles filed with the Nevada Secretary of State.

2. Business Location Change:

1. Preliminary zoning review: Contact Clark County Current Planning at (702) 455-4314, Option #2, Option #1.
2. One of the following Proof of Rights to the business physical location:
  - a. Lease or Rent: If you are leasing or renting a location, a signed Lease Information form must be completed; or
  - b. Sharing Space: A signed Letter of Authorization from lessee, business owner or officer; or
  - c. Property Ownership: A copy of the deed, mortgage agreement, bill of sales; or
  - d. Other Jurisdiction: If the new location is in a jurisdiction other than Unincorporated Clark County, provide a copy of the approved business license with the current address from that jurisdiction.

III. Business Owner/Officer Change:

A. Business Owner Change (adding or deleting an Owner of 99% or less ownership):

1. A notarized letter signed by an owner is acceptable;
2. A complete list of owners and ownership percentages is required per Clark County Code;
3. A stamped copy of the Resolution or Minutes filed with Nevada Secretary of State is acceptable;
4. A stamped copy of the new DBA filed with the Clark County Clerk's office is acceptable; and
5. For an owner's name change, a copy of the file stamped marriage or divorce decree is acceptable.

B. Business Officer Change:

1. Submit documentation of new officer(s) or the Amended Resolution filed with the Nevada Secretary of State.

IV. Adding a license or line of service:

**Submit the completed change form and fees required.** See a list of business license fees at:

[https://www.clarkcountynv.gov/business/doing\\_business\\_with\\_clark\\_county/business\\_license\\_fees.php](https://www.clarkcountynv.gov/business/doing_business_with_clark_county/business_license_fees.php)

**\* INCOMPLETE DOCUMENTATION FOR CHANGE REQUEST WILL BE RETURNED**



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## APPLICATION FOR CHANGE OF BUSINESS LICENSE

**COMPLETE CONTACT INFORMATION IS REQUIRED FOR ALL CHANGE APPLICATIONS**

### APPLICABLE LICENSE CHANGES AND FEES

Please check all that apply below and provide license number(s):

- |  |   |
|--|---|
| <input type="checkbox"/> Change of Business Name - <i>\$25 Fee</i>             | <input type="checkbox"/> Change of Business Owners - <i>\$25 Fee</i>  |
| <input type="checkbox"/> Change of Business Location/Address - <i>\$25 Fee</i> | <input type="checkbox"/> Change of Business Officers - <i>No Charge</i>   |
| <input type="checkbox"/> Change of Business Mailing Address - <i>No Charge</i> | <input type="checkbox"/> Adding a license or line of service - <i>\$25 Fee plus applicable initial license fees</i> |

*Changes of business ownership of 100% require a new license. A new business license application package will need to be submitted.*

**For multiple licenses please include \$25.00 for each change on each license.**

### CHANGE OF BUSINESS NAME AND/OR CHANGE OF ADDRESS

Old Business Name:		New Business Name:	
Old Business Address:		New Business Address:	
City/State	Zip Code	City/State	Zip Code
Old Business Mailing Address:		New Business Mailing Address:	
City/State	Zip Code	City/State	Zip Code

### CHANGE OF BUSINESS OWNERS or OFFICERS (please circle one & attach list as needed)

**If changes to ownership total to 100%, a complete new application must be submitted.**

Previous Owner/Officer Name: (First, M.I., Last)		New Owner/Officer Name: (First, M.I., Last)	
Percentage of Ownership	Previous Officer Title	Percentage of Ownership	New Officer Title
Address		Address	
City/State	Zip Code	City/State	Zip Code
Date of Birth (optional)		Date of Birth (optional)	

### ADDING A LICENSE OR LINE OF SERVICE

Provide the license category you wish to add or describe the new activities to be added to your license(s):

(See a list of business license fees at: [https://www.clarkcountynv.gov/business/doing\\_business\\_with\\_clark\\_county/business\\_license\\_fees.php](https://www.clarkcountynv.gov/business/doing_business_with_clark_county/business_license_fees.php))

### SIGNATURES (requires signatures of owner, officer, authorized or legal signer)

Signed Name:	Print Name:	Date:
Signed Name:	Print Name:	Date:
Clark County Business License Number (required):	Email Address:	Business Telephone #

IF YOU REQUIRE ADDITIONAL INFORMATION, PLEASE CALL OUR LICENSING DIVISION @ (702) 455-0174  
Reminder: Also, change the business name, location and/or ownership with the appropriate State Agency(s)



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### LEASE INFORMATION

Tenant:	
Address of Tenant:	
Tenant Contact	<b>Name:</b> <b>Phone:</b> <b>Email:</b>
Landlord:	
Address of Landlord:	
Landlord Contact:	<b>Name:</b> <b>Phone:</b> <b>Email:</b>
Premises:	<b>Address:</b>  <b>Square footage:</b>

**Under penalty of perjury, I attest that the information contained in this document is true and correct. I also understand that any false, misleading or fraudulent statements with respect to any material fact contained in the business license application and/or supporting documentation may subject me to civil penalties and/or denial of the business license application pursuant to CCC6.04.09(b) & CCC6.04.140.**

\_\_\_\_\_  
**Business License Applicant / Tenant**

\_\_\_\_\_  
**Date**