

## CITY OF WINNEMUCCA

### - Important Items/Contacts to Consider when Opening a Business -

#### LICENSES

- City Business License @ City Clerk's Office – 623-6339
- County Business License @ County Clerk's Office – 623-6345

#### ➤ SPECIAL LICENSES & PERMITS

Liquor, food, motel and other licenses must have clearance from the Health Department (623-6588). Liquor and gaming licenses must be signed by the Police Department and all privilege licenses (liquor and brothel) must go to the City Manager for review and approval.

#### ➤ PLANNING/ZONING - Regional Planning Department (623-6392)

A determination must be made as to whether a specific type of business can be conducted at the location you are considering. A home-based business must get a **Special Use Permit** at a cost of \$95 if the home is located in a residentially zoned district. It would be advisable to begin the licensing process by checking with the Planning Department first.

#### ➤ ASSESSOR'S OFFICE – 623-6310

The Assessor's office will determine if you must file a tax return for your business. Additional information from the Assessor's Office is contained in this packet.

#### ➤ FICTITIOUS FIRM NAME – County Clerk's Office – 623-6343

There is a \$20 filing fee to register your business name when the name is other than your own name or a legal corporation name. A Fictitious Firm Name is not required to obtain a City license, but it may be necessary for other business matters.

#### ➤ UNEMPLOYMENT COMPENSATION – Nevada Employment Security – 623-6520

It is advisable that you contact this office to determine whether an unemployment compensation identification number will apply to your business.

#### ➤ WORKMAN'S COMPENSATION INSURANCE – Employers Insurance Company of Nevada in Carson City– (775-684-7270)

This insurance or some form of approved workman's compensation insurance will be necessary if you have employees.

#### ➤ STATE OF NEVADA DEPARTMENT OF TAXATION

- (775) 688-1745 (Reno Office)
- Website: [www.tax.state.nv.us](http://www.tax.state.nv.us)

The Department of Taxation requires that everyone who applies for a business license must get a clearance from them before a license can be issued by our office. Please call the Department of Taxation and tell them that you are applying for a business license. They will ask you a few questions about your business and will explain what (if any) paperwork you will need to submit to them. Please request the Department of Taxation fax, email, or call in a clearance for your business to the City of Winnemucca City Clerk's office (Phone: 775-623-6339; Fax: 775-623-6090; Email: [wmcalmb@winnemuccacity.org](mailto:wmcalmb@winnemuccacity.org)).

➤ **SECRETARY OF STATE** - Effective October 1, 2009 all businesses will be required to register for a Nevada State Business License with the Secretary of State. Please call their office at (775) 684-5708 to request forms or you may register on line at [www.nvsos.gov](http://www.nvsos.gov). No licenses will be issued without your Nevada State Business License.