



## **LANDER COUNTY ASSESSOR**

### **BUSINESS LICENSE INSTRUCTIONS**

**THE FOLLOWING MUST BE RECEIVED, BY THIS OFFICE, BEFORE A LANDER COUNTY BUSINESS LICENSE CAN BE ISSUED:**

- 1. Lander County Business License Application.**
- 2. Nevada Department of Taxation Sales Tax ID number or Clearance letter per NRS 364.110.**
- 3. State of Nevada Business License or verification of State Application.**
- 4. A check in the amount of \$50.00, payable to the Lander County Treasurer**
- 5. Fictitious Firm Name Certificate for Lander County or State of Nevada Articles of Incorporation.  
(Lander County Clerk – (775-635-5738))**
- 6. Photo ID of owner and/or applicant – must be legible**
- 7. Attach copies of any of the following documents where applicable:**
  - Nevada Contractor's License(s)
  - Nevada Professional Certificate(s)
  - Fingerprinting for: Gaming, alcohol, pawnbrokers, secondhand jewelry & metals dealer & peddlers, road & sidewalk vendors, home services, babysitting, massage, brothels, carnival & circus, teenage dances, per NRS 239B.010 & Lander County code LC 2013-02.
  - The \$50.00 fee for processing must be paid at the time of application.
  - **Inspection and approval from the Lander County Building Department.**

Mail to: Lander County Assessor  
Attn: Business License Division  
50 State Route 305  
Battle Mountain, NV 89820

- *The Business License Certificate will be mailed to the mailing address supplied on the application.*
- *For questions and additional information, please contact the Lander County Assessor at 775-635-2610 or by email: [assessor@landercountynv.org](mailto:assessor@landercountynv.org)*



## LANDER COUNTY BUSINESS LICENSE APPLICATION

**All fields and information must be provided or the application will not be processed.  
Contact us at (775) 635-2610 or Fax (775) 635-5520**

1. Corporate/Entity Name: \_\_\_\_\_

2. Physical Address: \_\_\_\_\_  
Street City/State Zip

3. Mailing Address: \_\_\_\_\_  
P. O. Box/Street City/State  
Zip

4. Phone Number(s): \_\_\_\_\_  
Business Home/Cell Fax

5. Nevada Department of Taxation Sales Tax # or Clearance Letter: \_\_\_\_\_

6. State of Nevada Business License Number (if applicable): \_\_\_\_\_

7. Federal Tax Identification Number or Social Security Number: \_\_\_\_\_

8. Contractor's License number (if applicable): \_\_\_\_\_

9. Attach your Fictitious Firm Name or State Articles of Incorporation to business application.

10. Food and alcoholic related businesses require a State Health Certificate.

11. Note - If your business is going to be conducted in a building in Lander County an inspection must be performed by the Building Department.

12. Note - If your business is going to be conducted from your Lander County home, a "Home Occupation Special Use Permit" from the Lander County Planning Commission is required.

13. A fifty (\$50.00) check payable to the Lander County Treasurer.

14. Note - Per NRS 239B.010 through 239B.060 and Lander County Ordinance LC2013-03, fingerprinting is required for the following businesses: gambling, alcohol sales, pawnbrokers, secondhand jewelry & metals dealer, solicitors & peddlers, road & sidewalk vendors, home services, babysitting, massage, brothels, carnival & circus, teenage dances - a fee of \$50.00 for processing must be paid at the time of application.

15. Description of Business Operation:  
\_\_\_\_\_  
\_\_\_\_\_

16. I certify that the information provided is true, correct and complete to the best of my knowledge and belief. Signatures must be original and that of the responsible party.

\_\_\_\_\_  
Signature of Responsible Party/Original Print Name and Title Date

17. Mail to: Lander County Assessor Attn: Business Licenses  
50 State Route 305 Make check payable to: Lander County Treasurer  
Battle Mountain, NV 89820

**LANDER COUNTY**  
**CERTIFICATE OF BUSINESS: FICTITIOUS FIRM NAME**

THE UNDERSIGNED do (es) hereby certify that \_\_\_\_\_, a

Sole Proprietorship / Proprietorship / Partnership / General Partnership / LLC / LLP / Corporation / Trust  
(Circle one above)

Conducting a \_\_\_\_\_  
(Type of business)

Business at \_\_\_\_\_ / \_\_\_\_\_,  
(Physical address) (Mailing address)

Under the fictitious firm name of \_\_\_\_\_  
(Name of business)

With a telephone number of \_\_\_\_\_ and that said firm is composed of the following persons whose name(s), address, and phone numbers or legal entity on file with the Nevada Secretary of State with the signing officer's name and title, are as follows, to-wit:

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/State \_\_\_\_\_ City/State \_\_\_\_\_

Phone number \_\_\_\_\_ Phone number \_\_\_\_\_

ESTABLISHED SINCE \_\_\_\_\_ IN LANDER COUNTY SINCE \_\_\_\_\_

WITNESS my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Signature of owners, partners or authorized officer)

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, \_\_\_\_\_, a Notary Public in and for the said County and State, residing therein, duly commissioned and sworn, personally appeared \_\_\_\_\_ and known to me to be the person(s) whose name(s) subscribed to the within Instrument, and acknowledged to me that they executed the same freely and voluntarily and for the uses and purposes therein mentioned.

\_\_\_\_\_  
Signature of Notary

**PURSUANT TO NRS 602.010 EVERY PERSON (OR ENTITY) 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.**

*The purpose of the fictitious name statute is to prevent fraud and to inform the public of the true identity of those with whom the public conducts business.*

**TO COMPLETE THE OWNER SECTION, IF AN OWNER IS:**

**INDIVIDUAL(S):** State full name and street address. All owners must be listed and sign.

**GENERAL PARTNERSHIP:** State full name and address of each partner. Each partner must sign.

**LIMITED LIABILITY COMPANY:** State the full limited liability company name and address. State the name and title of the managing partner signing for the LLC. *Nevada LLCs must be on file with the Secretary of State.*

**LIMITED PARTNERSHIP:** State the full limited partnership name and address. State the name and title of the general partner signing for the LLC. *Nevada limited partnerships must be on file with the Secretary of State.*

**CORPORATION:** State the full corporate name and address. State the name and title of the officer signing for the corporation. *Nevada corporations must be on file with the Secretary of State.*

**TRUST:** State full name of the trust. State the name and street address of each trustee, and designate "trustee" after each name. All trustees must sign.

**BUSINESS TRUST:** State full name of the business trust. State the name and street address of each trustee. All trustees must sign. *Nevada business trusts must be on file with the Secretary of State.*

**PERSONS SIGNING THE CERTIFICATE ON BEHALF OF AN ENTITY MUST HAVE AUTHORITY TO BIND THE OWNER TO A CONTRACT PER NRS 602.020(2)(a)(2). ALL SIGNATURES MUST BE NOTARIZED**

**HELPFUL INFORMATION:**

- \* Multiple owners must all be listed and all sign on the same document.
- \* All Nevada corporations, limited liability companies, business trusts, limited partnerships and non-profit organizations must be on file with the Secretary of State of Nevada and must be in "good standing" status.
- \* Post Office boxes and private mail boxes/drops cannot be used in lieu of a street address.
- \* The real estate division requires prior approval of the business name.
- \* It is suggested that contractors have name approval by the Nevada Contractor's Board prior to this filing.
- \* Insurance businesses must have the required licensing, or an application pending, with the Nevada Division of Insurance prior to this filing.
- \* Finance related businesses must have the required licensing, or an application pending, with the Nevada Division of Financial Institutions prior to this filing.

**Our office encourages all persons or entities doing business in the State of Nevada to contact the Nevada Secretary of State's Office at [www.nvsos.gov](http://www.nvsos.gov) for information regarding Nevada State Business Licenses.**

**Please submit the original, two copies, a self-addressed, stamped envelope and \$20.00 filing fee to:  
LANDER COUNTY CLERK, 50 STATE ROUTE 305, BATTLE MOUNTAIN, NV 89820  
IF YOU HAVE QUESTIONS PLEASE CALL (775) 635-5738**