

PLEASE DO NOT TURN IN YOUR LYON COUNTY BUSINESS LICENSE APPLICATION UNTIL ALL OF THE FOLLOWING ARE INCLUDED:

Before applying for a business license, you must make sure that your business is allowed in your particular zone and find out whether a special use permit is required for the type of activity you will be doing. Questions on special use permits can be directed to the Lyon County Planning Department at (775) 463-6592.

- Lyon County Business License Application form, with sign-offs that apply in your case. Bottom must have original signature of one owner or corporate officer/LLC member.
- Copy of State Business License (or letter of exemption or compliance from the Nevada Secretary of State – (775) 684-5708 or www.nvsos.gov)
- Copy of Sales/Use Tax Permit (or letter of exemption or compliance from the Nevada Department of Taxation – (775) 684-2000) or www.nevadatax.nv.gov
- Fictitious Firm Name form, (if applicable), completed, showing owners/corporate officers/LLC members and with the original, notarized signature(s) that apply in your case. A separate check for the \$20.00 filing fee must be included.
- State Industrial Insurance form, properly completed and with an original, notarized signature of an owner/corporate officer/LLC member. In lieu of a notarized signature, the form may be signed in front of us or you may include a valid Worker's Compensation Certificate.
- Child Support form(s) properly completed and signed.
- Emergency Responder Form, (for all commercial/industrial locations in Lyon County)
- Home Occupation Form, (if it applies in your case.)
- Copy of Special Use Permit, (if it applies in your case.)
- Supporting documentation which applies in your case (examples: Registration with Nevada Secretary of State's Office if you are a corporation or LLC, State Contractor's License, Real Estate License, Massage Board License, Pest Control License from Dept. of Agriculture, Board of Cosmetology License, Board of Architecture License, etc.)
- Proper business license fees.

If starting after October 1, please contact our office for correct fees. Statements are mailed in June of each fiscal year. Because this is the only bill you will receive, it is your responsibility to pay fees at the appropriate times. If your fees are more than \$150 and you choose to pay quarterly, the due dates are July 1, October 1, January 1 and April 1.

If you are uncertain about any of the above, please contact this office.

Failure to adhere to the above or if written illegibly, will result in everything being returned to you to be corrected and resubmitted.

If you should have any questions, please contact us:

Lura Panici	(775) 463-6501	fax: (775) 463-5305	lpatrici@lyon-county.org
Cathy Beckett	(775) 463-6501	fax: (775) 463-5305	cbeckett@lyon-county.org

LYON COUNTY BUSINESS LICENSE APPLICATION

RETURN TO: LYON COUNTY CLERK AND TREASURER, 27 S. MAIN STREET, YERINGTON, NV 89447

Phone: (775) 463-6501 or (775) 577-5033 FAX (775) 463-5305

I am applying for:

New business Change ownership Change location Change name Change corporate officers Change mailing address

Business entity type:

Sole proprietor Corporation Association Partnership Limited Liability Company Other

Corporate/Entity Name _____ Telephone _____ Federal Tax ID # _____

Corporate/Entity Address _____ State of Incorporation or Formation _____

Nevada name (DBA) _____ Business telephone _____ Fax _____

Email address _____ Assessor's parcel # _____

Mailing address _____

Location of Lyon County operation _____

Location of business records _____ Telephone # _____

List all owners, partners, corporate officers, managers, members, etc. Attach additional sheets if necessary.

Last, First, MI _____ Title _____ Percent owned _____ DOB _____

Residence Address(street, city, state, zip) _____

Last, First, MI _____ Title _____ Percent owned _____ DOB _____

Residence Address(street, city, state, zip) _____

SECRETARY OF STATE BUSINESS LICENSE # _____ STATE SALES/USE PERMIT # _____

MANDATORY WORKER'S COMP INS ACCT # _____ MFG HOUSING S & I CERT # _____

NV STATE CONTRACTORS LIC # _____ CLASSIFICATION _____ LIMIT _____

ANNUAL FEE BASED ON NUMBER OF EMPLOYEES INCLUDING OWNERS.

(Owners also include partners, corp. officers, members, managers, etc.)

- 1 - 3 employees . . . \$150.00 annually,
- 4 -15 employees . . . \$188.00 annually, \$ 47.00 quarterly.
- 16-50 employees . . \$338.00 annually, \$ 84.50 quarterly.
- 51-on employees . . \$900.00 annually, \$225.00 quarterly.

Number of owners /officers _____

Number of employees working within the County _____

Annual Fee _____

Describe in detail the nature of your business in Lyon County, including product sold, labor performed and/or services rendered.

NV STATE HEALTH DEPT. -----APPROVED () DENIED () _____
687-7533 Signature of inspector

FIRE INSPECTOR -----APPROVED () DENIED () _____
246-6300, 463-6535 or 465-2577 Signature of inspector

BUILDING INSPECTOR -----APPROVED () DENIED () _____
463-6591 Signature of inspector

UTILITIES INSPECTOR -----APPROVED () DENIED () _____
246-6220 (Commercial/Industrial locations in Dayton/Mound House only) Signature of inspector

PLANNING DIRECTOR -----APPROVED () DENIED () _____
463-6592 Signature of inspector

ZONING _____ AND 2003 IBC BUILDING OCCUPANCY CLASSIFICATION _____

IT IS YOUR RESPONSIBILITY TO CALL AND MAKE THE INSPECTION APPOINTMENTS WITH THOSE DEPARTMENTS REQUIRED. ALL APPLICABLE SIGNATURES MUST BE OBTAINED BEFORE YOUR APPLICATION CAN BE PROCESSED AND PLACED ON THE NEXT COMMISSIONER'S AGENDA FOR FINAL APPROVAL.

I CERTIFY AND DECLARE THAT THE INFORMATION PROVIDED IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

**Signatures must be that of a responsible party. If a general partnership or joint venture, more than one signature is required. Legal signatures include: sole proprietor/owner, corporate officer and managing member.

**Signature of responsible party	Print name and title	Date
**Signature of responsible party	Print name and title	Date

CERTIFICATE OF BUSINESS: FICTITIOUS FIRM NAME

*Lyon County Clerk Treasurer, 27 South Main Street
Yerington, NV 89447 (775) 463-6501*

**** (This Form MUST be Notarized) ****

The Undersigned do hereby certify that _____ is/are
(name of person, partners or corporate name)
 conducting a _____ business at
(nature of business)
 _____ Nevada, under the fictitious firm name
(physical business location)
 of _____ and that said firm is composed of the
(business name)
 following person(s) whose name(s) and address(s) as follows, to wit:

1) _____
Name of person, partners or corporate officer

MAILING address _____

City, State, Zip _____

(Signature of owner, partner or authorized officer)

2) _____
Name of person, partners or corporate officer

MAILING address _____

City, State, Zip _____

(Signature of owner, partner or authorized officer)

3) _____
Name of person, partners or corporate officer

MAILING address _____

City, State, Zip _____

(Signature of owner, partner or authorized officer)

4) _____
Name of person, partners or corporate officer

MAILING address _____

City, State, Zip _____

(Signature of owner, partner or authorized officer)

WITNESS this hand on the _____ day of _____, _____

STATE OF _____ }
 } ss.

COUNTY OF _____ }

ON this _____ day of _____ A.D., _____, before me, _____ a Notary Public in and for the said county and State, residing therein, duly commissioned and sworn, personally appeared: _____ known to me to be the person(s) whose name subscribed to the within instrument and acknowledged to me that he (she) (they) has (have) executed the same freely and voluntarily and for the uses and purposes therein mentioned. In Witness whereof, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Notary Public in and for said County and State

(Notary Stamp)

\$20.00 filing fee

Return Original

STATE OF NEVADA, DIVISION OF INDUSTRIAL RELATIONS
 AFFIRMATION OF COMPLIANCE
 WITH MANDATORY INDUSTRIAL INSURANCE REQUIREMENTS
(Instructions with Definitions are located on reverse side)

Business Name (Include any name doing business as)	Type of Business	Business Telephone Number	
Business Address	City	State	Zip Code
Federal Identification No.	Social Security No.	Contractor's Board License No.	
Name of Principal Owner (Please Print)		Principal Owner's Telephone No.	
Principal Owner's Address	City	State	Zip Code

Identified as: (Complete one section only)

- () That the above identified business has obtained industrial workers' compensation insurance as required by Chapter 616A to D, inclusive, of the Nevada Revised Statutes (NRS):

Effective Date of Coverage	Account Number
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- () That the above identified business is not subject to the provisions of Chapter 616A to D, inclusive, of the Nevada Revised Statutes, due to a statutory exemption or as a business which has no employees nor hires any independent contractor or subcontractor.

- () That the above identified business has a valid certificate of self-insurance pursuant to Chapter 616A to D, inclusive, of Nevada Revised Statutes.

Effective Date	Certificate Number
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I declare that I have the authority to act on behalf of the above described business, and am applying for a license to operate said business as a(n): () Individual () Sole Proprietor () Partnership () Corporation

Name of Applicant (Please Print)	Applicant's Telephone No.		
Applicant's Residence Address	City	State	Zip Code

I do hereby affirm that the above information is true and correct.

DATED this _____ day of _____, 20_____.

Signature of Applicant (To be signed in the presence of the business license office employee)	Applicant's Title
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Witness Signature - (Business License Office Employee)	Name of City or County
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If unable to sign this document in the presence of a Business License Employee, the Applicant's signature must be notarized.

SUBSCRIBED and SWORN to before me on this

_____ day of _____, 20_____.

 NOTARY PUBLIC

D-25(1) (rev. 1/01)

CHILD SUPPORT INFORMATION FORM

(Pursuant to NRS 425.520, the statement below must have the appropriate box checked and the bottom filled out and signed or the issuance or renewal of the business license will be denied. This does not apply to Corporations, S-Corps, or Limited Liability Companies.)

1. I am not subject to a court order for the support of a child
2. I am subject to court order for the support of one or more children and I am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
3. I am subject to a court order for the support of one or more children and I am not in compliance with the order or a plan by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

APPLICANT'S NAME (Printed): _____

APPLICANT'S SOCIAL SECURITY NUMBER: _____

Signature of Applicant

Date

LYON COUNTY PROVISIONS REGULATING RESIDENTIAL INDUSTRY

The Residential Industry Provision is included in recognition of the needs of many people who are engaged in small business ventures which could not be sustained if it were necessary to lease commercial quarters, or in which the nature of the business does not fall within the home occupation definition and operated within the home. A special use permit is required for this type of business and must be granted before the business license is issued. It is the intent, however, of the ordinance that full scale commercial or professional operations which would ordinarily be conducted in a commercial or industrial district continue to be conducted in such districts and not in residential districts.

In granting a business license, it is necessary to verify that the subject property will be used in conformance with the county's zoning ordinance. Please read the following information and complete the form as indicated. If you have any questions or require further information please contact Cathy Beckett or Lura Panici at (775) 463-6501 or email them at cbeckett@lyon.-county.org or lpnici@lyon-county.org.

10.01.04.51: RESIDENTIAL INDUSTRY:

The creation, construction, fabrication or assembly of artwork or craftwork within a dwelling, store or shop or within an accessory building thereto.

A. Specific uses permitted are pottery work, jewelry making, metalwork not using equipment larger than hand tools, woodworking, sign painting, homemade clothing, leatherwork, lapidary, painting, sculpture, and similar uses.

B. When allowed in a residential district, no public display of stock in trade shall be allowed within the dwelling or accessory buildings nor shall the use change the residential character of the dwelling.

C. When allowed in a commercial district, the use shall not change the retail nature of the store or shop.

D. The use shall not cause any sustained, unpleasant or unusual noises, vibrations, noxious fumes or odors nor cause any parking or traffic congestion within the immediate area thereof. (Ord. 374, 11-5-1992, eff. 11-27-1992; amd. Ord. 525, 10-2-2008)

Once this statement is signed, it will become part of your business license record with Lyon County.

Please answer a few questions pertaining to the nature and activity of your business:

Percentage of house involved % _____ Foot traffic? yes ___no ___ Employees? yes ___no ___

How do you advertise _____ Signage? yes ___no ___ Where will it be? _____

What type of marketing and/or distributing is involved? _____

Is any type of machinery used? yes ___no ___ If so, what type? _____

Do you store material on site? yes ___no ___ Quantity of product made _____

Are chemicals used or stored on site? yes ___no ___ Percentage of day spent on business? % _____

Are materials stored outside and/or in view of neighbors? yes ___no ___

Write a detailed description of process: _____

I _____ will be conducting business as _____ at my home address located at _____. I have read the above information and if granted a home occupation business license, I agree to comply with these regulations as set forth above.

Applicant's signature _____ Date _____

LYON COUNTY PROVISIONS REGULATING HOME OCCUPATION

The Home Occupation Provision is included in recognition of the needs of many people who are engaged in small business ventures which could not be sustained if it were necessary to lease commercial quarters, or which in the nature of the home occupation could not be expanded to full scale enterprise. It is the intent, however, of the ordinance that full scale commercial or professional operations which would ordinarily be conducted in a commercial or industrial district continue to be conducted in such districts and not in residential districts.

In granting a business license, it is necessary to verify that the subject property will be used in conformance with the county's zoning ordinance. Please read the following information and complete the form as indicated. If you have any questions or require further information please contact Cathy Beckett or Lura Panici at (775) 463-6501 or email them at cbeckett@lyon-county.org or lpanici@lyon-county.org.

10.01.04.26: HOME OCCUPATION:

A use customarily carried on by a dwelling occupant and incidental to the primary residential purpose, provided the residential character of the property is not changed. Such uses are subject to the following: (Ord. 427, 6-19-1997, eff. 7-4-1997; amd. Ord. 525, 10-2-2008)

A. Not more than one occupation in any single dwelling. (Ord. 374, 11-5-1992, eff. 11-27-1992; amd. Ord. 525, 10-2-2008)

B. Such use shall be confined to the occupants of the dwelling and shall be limited to two (2) persons; except, that if the home occupation shall consist of childcare for hire, the following special limitations shall apply:

1. An occupant of a dwelling may care for not more than six (6) children, other than children of the occupant, as a permitted use in any residential zone, provided there is no interference with the quiet enjoyment of the residential neighborhood, and provided that the childcare is conducted in such a manner as not to pose any risk of harm to children.
2. An occupant may care for seven (7) to twelve (12) children, other than children of the occupant, as a special use in any residential zone, provided the occupant first obtains a special use permit, such permit to include, as conditions, that there is no interference with the quiet enjoyment of the residential neighborhood, that the childcare is conducted in such a manner as not to pose any risk of harm to children, and such other conditions as the commission and board shall deem proper.
3. All childcare for hire required to be licensed by the state shall obtain such license.
4. All home occupation childcare operations shall comply with all other provisions of this title, other county ordinances and state and federal laws, rules and regulations. (Ord. 427, 6-19-1997, eff. 7-4-1997; amd. Ord. 525, 10-2-2008)

C. No sale of goods, samples, materials or other objects on the premises, nor any storage or manufacture thereof.

D. Not more than one room containing not more than twenty five percent (25%) of the total ground floor area of the dwelling for such use.

E. A sign not larger than seventy two (72) square inches in connection thereto.

F. No addition, alteration or remodeling which would change the residential character of the unit.

G. No occupation which would or might produce noise, odor, dust, smoke or electrical disturbance or in any way interfere with the peace, contentment and general welfare of the area.

H. The use of special equipment or the repair or the manufacture of goods or equipment may be approved subject to conditions.

I. No home occupations of any use entailing food handling, processing or packing, harboring of animals, automobile body and/or fender repair or similar activity.

J. No home occupation is exempt from obtaining a county business license by virtue of being a home occupation, and failure to obtain a business license where required shall be punishable as provided in title 5, chapter 1 of this code.

K. The home occupation must not cause any parking or traffic congestion within the immediate area.

L. The holder of the business license for the home occupation must reside on the premises where the home occupation is occurring.

M. All persons conducting home occupations shall comply with all federal, state and county laws, ordinances, rules and regulations.

N. Occupations which require that customers come to the place of business are not permitted as home occupations; except, that where home occupation childcare is authorized, parents may visit the place of care for the limited purpose of dropping off and picking up children. Persons conducting home occupation childcare shall ensure that such coming and going does not interfere with quiet enjoyment of the neighborhood or block access to the property of others.

Once this statement is signed, it will become part of your business license record with Lyon County.

Please answer a few questions pertaining to the nature and activity of your business:

Percentage of house involved % _____ Foot traffic? yes no Employees? yes no

How do you advertise _____ Signage? yes no Where will it be? _____

What type of marketing and/or distributing is involved? _____

Is any type of machinery used? yes no If so, what type? _____

Do you store material on site? yes no Quantity of product made _____

Are chemicals used or stored on site? yes no Percentage of day spent on business? % _____

Are materials stored outside and/or in view of neighbors? yes no

Write a detailed description of process: _____

I _____ will be conducting business as _____ at my home address located at _____. I have read the above information and if granted a home occupation business license, I agree to comply with these regulations as set forth above.

Applicant's signature _____ **Date** _____



**LYON COUNTY SHERIFF'S DEPARTMENT – 911 COMMUNICATIONS DIVISION
RESPONSIBLE PARTY REPORT
(775) 463-6620**

INSTRUCTIONS: This report will assist the 911 Communications Center with making appropriate contacts in the event that your business or building is involved in a criminal event or other emergency incident. Please take a few moments to fill out this form and return it to:

**Lyon County Sheriff's Department – 911 Communications Division
30 Nevin Way
Yerington, NV. 89447**

BUSINESS NAME:				
PHYSICAL ADDRESS (NUMBER AND STREET)		CITY	STATE	ZIP
MAILING ADDRESS (NUMBER AND STREET) <input type="checkbox"/> SAME AS ABOVE		CITY	STATE	ZIP
BUSINESS NUMBER	BUSINESS NUMBER	BUSINESS FAX		

RESPONSIBLE PARTY INFORMATION

Please list the names and telephone numbers of personnel that we can contact in the event there is criminal activity or other emergency at your business

NAME	HOME TELEPHONE	CELL PHONE	OTHER PHONE

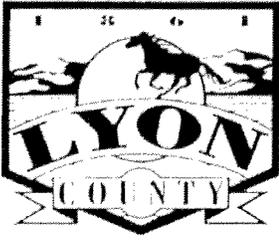
PAY TELEPHONE INFORMATION

*Please indicate if your business has public pay telephones, if so please provide us with the telephone number and location of each phone.
This information helps us determine where to send help in the event that 911 is called from a pay phone*

Our business has no pay phones

NUMBER	LOCATION

Do you have any other information about your business that we would need to know to ensure your safety as well as the safety of responding emergency services personnel?



LYON COUNTY CLERK/TREASURER

27 South Main Street
Yerington, Nevada 89447
Phone: (775)463-6501 OR (775)577-5033
Fax: (775)463-5305

Nikki Bryan
Clerk/Treasurer

HANDYMAN BUSINESS LICENSE RESTRICTIONS

Nevada Revised Statutes makes provisions for a handyman to repair or maintain property the value of which is less than \$1,000, including labor and materials. However, that work must not require:

- A building permit
- Electrical, plumbing, heating or air-conditioning
- Any work to be performed as part of a larger project

Some examples of services which do not require a state contractor's license:

- Mowing, edging, rototilling and thatching of lawns/garden areas
- Clean-up and hauling of yard debris
- Replacement of sprinkler heads which are threaded and screw onto risers
- Tree and shrub trimming
- Cleaning
- Appliance repair
- Light bulb replacement
- Evaporative cooler maintenance
- Filter replacement
- Faucet washer and seat replacement

For more information, please contact the Nevada Contractor's Board at 9670 Gateway Drive, Suite 100, Reno, NV 89521. The phone number is (775) 688-1141.

Any person who sells nursery stock must obtain a license from the Department of Agriculture. This includes retail and wholesale nurseries, hardware and home improvement centers, landscapers, landscape architects, brokers and peddlers. For more information, please contact the Nevada Department of Agriculture at 350 Capitol Hill Avenue, Reno, NV 89502. The phone number is (775) 353-3672.

I, _____, hereby swear that I will comply with all local, state and federal requirements. I will not perform any work that would require a contractor's or nursery license.

Applicant signature

Date