

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 \$25.00 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 applying after October 1st the Fee may be prorated. Please contact our office for correct amount.

Statements are mailed in June of each fiscal year. This is the only bill you will receive. All regular business license fees are due July 1st. Liquor, gaming and brothel license fees may be paid quarterly.

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:

Amanda Bull
abull@lyon-county.org

Phone: (775) 463-6501

Fax (775) 463-5305

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 # _____ State of Incorporation or Formation _____
Corporate/Entity Address _____
Nevada name (DBA) _____
Business Phone (____)____-____ Fax (____)____-____
Email Address _____ Assessor's parcel ____-____-____
Mailing address _____
Location of Lyon County operation _____
Phone/Fax/Email if different from above: Business Phone (____)____-____
Fax (____)____-____ Email Address _____

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 _____ NAICS CODE _____

SILVER SPRINGS MUTUAL WATER CO. APPROVED () DENIED ()
(775) 577-2223 (Commercial/Industrial locations in water district only)

Signature of inspector

NV STATE HEALTH DEPT. APPROVED () DENIED ()
(775) 684-7533

Signature of inspector

FIRE INSPECTOR APPROVED () DENIED ()
(775) 246-6300, (775) 463-6535 or (775) 465-2577

Signature of inspector

BUILDING INSPECTOR APPROVED () DENIED ()
(775) 463-6591

Signature of inspector

UTILITIES INSPECTOR APPROVED () DENIED ()
(775) 246-6220 (Commercial/Industrial locations in Dayton/Mound House only)

Signature of inspector

PLANNING DIRECTOR APPROVED () DENIED ()
(775) 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.

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

ANNUAL FEE BASED ON NUMBER OF EMPLOYEES INCLUDING OWNERS.

Number of Owners/Officers _____ Number of Employees working within the County _____
(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.

TOTAL ANNUAL FEE: _____ ** May be prorated if applying After October 1st

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.

By: _____
**Signature of responsible party

Printed name of signatory

Title

Date

By: _____
**Signature of responsible party

Printed name of signatory

Title

Date

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.
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Applicant's Residence Address	City	State	Zip Code
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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

INSTRUCTIONS

The provisions of Chapter 616A to D, inclusive, of the Nevada Revised Statutes require every person, firm, voluntary association, and private corporation, including any public service corporation, which has any person, subcontractor, or independent contractor, under contract of hire, to obtain industrial insurance coverage in Nevada or obtain a certificate of self-insurance from the Nevada Commissioner of Insurance. **Subcontractors and independent contractors engaged in the same trade, business, profession or occupation as the hiring person or business, are by law considered to be employees.** One exception to the requirement for industrial insurance is if you or your business hires no employees, subcontractors or independent contractors. You are not required to obtain industrial insurance coverage for the following employees: theatrical or stage performers; casual musicians; household domestics, farm, dairy, agricultural or horticultural laborers, or persons engaged in stock or poultry raising; voluntary ski patrolman; real estate brokers and/or salesmen; direct sellers; or clergy. Businesses which elect to obtain industrial insurance coverage for such persons, gain valuable rights and significantly reduce liabilities for injuries to these persons. **A business which hires persons who are exempt from the provisions of Chapter 616A to 617, inclusive, of the Nevada Revised Statutes may be held liable in tort for injuries to those persons.** A business which hires exempt persons may elect to obtain industrial insurance, including sole proprietor coverage and partnerships.

IMPORTANT NOTICE: Pursuant to the provisions of NRS 616D.200(1): Any employer within the provisions of NRS 616B.633 who fails to provide, secure or maintain compensation as required by the terms of this chapter, is: (a) for the first offense, guilty of a **misdemeanor** and (b) for a second or subsequent offense committed within 7 years after the previous offense, guilty of a **category D felony**.

Definitions for Purposes of this Affirmation:

"Applicant" is the person executing this document.

"Business Name" is the name under which the business will operate, including the identification of any other names under which the entity will do business.

"Corporation" is a business which is incorporated in the state of Nevada or in any other state, and which is recognized as an active corporation by the Secretary of State for the State of Nevada.

A Type of Business@ means the nature of business . . .

"Individual" is a person who operates a business which hires no employees, subcontractors or independent contractors.

"Partnership" is a business which is owned and operated by two or more individuals who share ownership rights to the net profits of the business and who share in all the liabilities of that business. A limited partnership is included in the term partnership if the limited partners are investors only, and do not perform services for the business.

"Principal Owner" is the owner, sole operator, designated general partner, or resident agent for the corporation.

"Sole proprietor" is a self-employed owner of an unincorporated business and includes working partners and members of working associations which may or may not hire employees.



CHILD SUPPORT INFORMATION

Date: _____ Employer: _____

Name (Please print): _____

Home Address: _____
(Number and Street) (City) (State) (Zip Code)

Date of Birth: _____ Social Security #: _____

Mark ONE of the three appropriate statements with an "X". Your work permit will not be processed if you do not answer one of the following:

_____ I am not subject to a court order for child support.

_____ I am in compliance with a court order of repayment plan for child support. ("In compliance" means you have paid the entire amount ordered every month.)

_____ I am not in compliance with a court order or repayment plan for child support. This means you have been court ordered to pay child support and you have not been making payments.

Applicant's Signature

The court order or repayment plan must be approved by the District Attorney's Office or other public agency enforcing the order.

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 Lura Panici at (775)463-6501 or email abull@lyon-county.org. For planning or zoning questions contact Kerry Page at (775)463-6592 or email kpage@lyon-county.org.

15.335.03 W. HOME OCCUPATION, GENERAL

The following list identifies those occupations which may be conducted from a residence in any district. The purpose of the list is to function both as a guide and also to illustrate the spirit and intent of what is a legitimate home occupation. Essentially, the home occupation is conceived of as being reasonably permitted in a residential setting because it does not compromise the residential character of the area. A reasonable home occupation would not generate conspicuous traffic, would not visually call unusual attention to the home nor would it ever generate nonresidential level noise.

Examples of a Home Occupation Business

• Accounting, Bookkeeping	• Appraisal	• Architecture
• Computer Repair/Programming	• Legal Services	• Real Estate Sales
• Insurance Sales	• Daycare with Six (6) Children or Less	• Drafting Services
• Dressmaking, Alterations, Tailoring	• Engineering and Surveying	• Financial Planning and Investment Services
• Fine Arts or Artisan's Studio(creation of individual works only, no mass production)	• Interior Decoration (no studio permitted)	• Mail Order Business 1'(order taking only, no stock in trade)
• Musical Instruction, Voice or Instrument	• Pet Grooming (Enclosed)	• Photo Laboratory (no studio work)
• Planning	• Tutoring	• One Chair Beauty or Barber Shop
• Office Work	• Cottage food operations, conformant all requirement within NRS 446-866	• Similar, Low Impact Endeavors

1. The use must be conducted entirely within the interior of the residence, must be clearly incidental and secondary to residential occupancy, and may not change the residential character of the dwelling.
2. The use of the dwelling for a Home Occupation may not exceed up to 25% of one floor of the principal building.
3. Residents of the dwelling must be engaged in the home occupation with no more than one (1) nonresident assistant employed.
4. No activity can take place as a home occupation which involves any outdoor storage.
5. All parking needs brought about by the operation of the home occupation must be met through off street parking (including any customer parking). Driveways may be used to meet this requirement, however the driveway used to provide off-street parking shall be provided on the parcel being used for the home occupation use to the satisfaction of the director.
6. All uses allowed under home occupations must maintain a valid County business license and any state and/or federal licenses (if necessary).

15.335.03 X. Home Based Business

The following lists those occupations, which may be conducted as a home based business (HBB). The home based business differs from the home occupation in that it is not required to be conducted within the residence proper, but may be conducted in another building accessory to the residence. Slightly more intense uses may occur within the HBB since it is sited within less densely settled areas.

• Limited Equine Boarding	• Auto and Farm Equipment Repair Work	• Building Contractor's Storage Yard Including Electrical, Plumbing, & Mechanical
• Landscape Contractor	• Farm-To-Fork Events (subject to compliance with NRS 466 and inspections/license from State Health Department)	• Fine Arts or Artisan's Studio (not using equipment larger than hand tools) Pottery Work, Jewelry Making, Metalwork, Leatherwork, or similar Fine Art Manufacture
• Woodworking	• Gunsmith	• Sign Painting
• Homemade Clothing	• Lapidary	• Painting
• Sculpture	• Similar, Low Impact Endeavors	

1. The Home Based Business may be carried out in no more than one (1) building separate from the primary residence. Storage of materials used with the Home Based Business in a second accessory shed is permissible.
2. All outside storage areas including dumpsters must be:
 - a. sited to the rear of the building,
 - b. in compliance with the setbacks required of the building's underlying zone, and,
 - c. designed such that they are concealed from all adjacent properties and public rights-of-way through installation of either fencing and/or vegetative screening.
3. All outdoor stored or used equipment and materials must be fully screened either by fencing or landscaping from any abutting residential use or public rights of way.
4. The accessory building in which the HBB is conducted may not exceed the square footage of the footprint of the residence but in no event exceed the allowances contained in 15.335.03 A
5. Nonresident employees may work in the HBB as follows:
 - a. Up to 1,000 square feet of floor space - One (1) nonresident employee
 - b. 1,000 and over square feet of floor space - Two (2) nonresident employees
6. Hours of any HBB associated outdoor noise shall be limited to times from dawn to dusk in any residential area.
7. Parcel must meet the standard minimum size requirements for the district in which it is located
8. Home Based Businesses which allow clients or customers to visit the business may be subject to Accessibility Standards. Applicants should contact the Building Department for requirements prior to applying for the Home Based Business Permit.
9. All parking needs for employees of a HBB and any clients or customers that may come to the HBB must be met through off-street parking.
10. All uses allowed under Home Based Business must maintain a valid business license and any state and/or federal licenses (if necessary).

This signed statement will become part of your business license record with Lyon County.

Please answer a few questions pertaining to the nature and activity of your
Home Occupation Business or Home Based Business

I am applying for a Home Occupation Business _____ Home Based Business _____

Percentage of house involved % _____ Foot traffic? Yes _____ No _____ # of Employees _____

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 _____ Type of material stored on site? _____

Quantity of product made _____

Additional building separate from primary residence? Yes _____ No _____ Description of additional building: _____

Are chemicals used or stored on site? Yes _____ No _____ If yes, what type and how stored _____

Are materials stored outside and/or in view of neighbors? Yes _____ No _____ If yes, what is stored and where _____

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 or Home Based Business license, I agree to comply with these regulations as set forth above.

Applicant's signature _____ Date _____



LYON COUNTY CLERK/TREASURER

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

Staci Lindberg
Clerk/Treasurer

HANDYMAN AND YARD MAINTENANCE BUSINESS LICENSE RESTRICTIONS

NRS 624.031 Applicability of chapter: Exemptions. The provisions of this chapter do not apply to:

1. Work performed exclusively by an authorized representative of the United States Government, the State of Nevada, or an incorporated city, county, irrigation district, reclamation district, or other municipal or political corporation or subdivision of this State.
2. An officer of a court when acting within the scope of his or her office.
3. Work performed exclusively by a public utility operating pursuant to the regulations of the Public Utilities Commission of Nevada on construction, maintenance and development work incidental to its business.
4. An owner of property who is building or improving a residential structure on the property for his or her own occupancy and not intended for sale or lease. The sale or lease, or the offering for sale or lease, of the newly built structure within 1 year after its completion creates a rebuttable presumption for the purposes of this section that the building of the structure was performed with the intent to sell or lease that structure. An owner of property who requests an exemption pursuant to this subsection must apply to the Board for the exemption. The Board shall adopt regulations setting forth the requirements for granting the exemption.
5. Any work to repair or maintain property the value of which is less than \$1,000, including labor and materials, unless:
 - a. A building permit is required to perform the work;
 - b. The work is of a type performed by a plumbing, electrical, refrigeration, heating or air-conditioning contractor;
 - c. The work is of a type performed by a contractor licensed in a classification prescribed by the Board that significantly affects the health, safety and welfare of members of the general public;
 - d. The work is performed as a part of a larger project: 1. The value of which is \$500 or more; or 2. For which contracts of less than \$500 have been awarded to evade the provisions of this chapter; or
 - e. The work is performed by a person who is licensed pursuant to this chapter or by an employee of that person.
6. The sale or installation of any finished product, material or article of merchandise which is not fabricated into and does not become a permanent fixed part of the structure.
7. The construction, alteration, improvement or repair of personal property.
8. The construction, alteration, improvement or repair financed in whole or in part by the Federal Government and conducted within the limits and boundaries of a site or reservation, the title of which rests in the Federal Government.
9. An owner of property, the primary use of which is as an agricultural or farming enterprise, building or improving a structure on the property for his or her use or occupancy and not intended for sale or lease.
10. Construction oversight services provided to a long-term recovery group by a qualified person within a particular geographic area that is described in a proclamation of a state of emergency or declaration of disaster by the State or Federal Government, including, without limitation, pursuant to NRS 414.070 . A long-term recovery group may reimburse such reasonable expenses as the qualified person incurs in providing construction oversight services to that group. Except as otherwise provided in this subsection, nothing in this subsection authorizes a person who is not a licensed contractor to perform the acts described in paragraphs (a) and (b) of subsection 1 of NRS 624.700 . As used in this subsection:
 - a. "Construction oversight services" means the coordination and oversight of labor by volunteers.
 - b. "Long-term recovery group" means a formal group of volunteers coordinating response and recovery efforts related to a state of emergency or disaster that is proclaimed or declared by the State or Federal Government.
 - c. "Qualified person" means a person who possesses the abilities, education, experience, knowledge, skills and training that a long-term recovery group has identified as being necessary to provide construction oversight services for a project to be performed by that group.

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 405 S. 21st St., Sparks, NV 89431. The phone number is (775) 353-3744.

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