



Department of Business License
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DIRECTOR

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http://www.co.clark.nv.us/business_license

Hello and welcome to the participants of the Laughlin River Run. We at Clark County Business License hope you will enjoy this year's event. In order to facilitate the licensing process for exhibitors and promoters we are providing valuable licensing information in this document.

Let's start with the Most Frequently Asked Questions and provide you with those answers.

- **This is my first year to participate in this event. What do I do first?**
This will depend on what your business activities will be at this event. If you plan on having a booth with the Promoter of the event and exhibit/sell products, contact the Promoter. They will be applying for a Clark County Multi-Vendor license, under which you will operate. However, you may still be responsible to obtain some other permits (i.e. taxation, health permit, tent permit from the Fire Dept.), keep reading.
- **I am a Nevada Vehicle Dealer and want to conduct New & Trade-in Vehicle Sales at this event. Where do I start?**
If you are a Nevada Vehicle Dealer, currently licensed with Clark County or one of the five incorporated cities within Clark County, please contact our office (702) 455-0174 to get information and your application package for a Temporary Store (#TEM-106). We will be happy to fax you the information. The Nevada Department of Motor Vehicles will require a Temporary License. You can reach them at (702) 486-8620. You will need to apply for a Temporary Commercial Use Permit from Current Planning. Contact them at (702) 455-4314 for the application, information and fees. You may also need a Tent Permit from the Clark County Fire Dept. Contact them at (702) 455-7316 for the application, information and fees.
- **I am a Nevada Vehicle Dealer and want to conduct Used Vehicle Sales at this event. Where do I start?**
If you are a Nevada Used Vehicle Dealer, currently licensed as a Used Car Dealer with Clark County or one of the five incorporated cities within Clark County, please contact our office (702) 455-0174 to get information and your application package for a Temporary Store (#TEM-106). We will be happy to fax you the information. The Nevada Department of Motor Vehicles will require a Temporary License. You can reach them at (702) 486-8620. You will need to apply for a Temporary Commercial Use Permit from Current Planning. Contact them at (702) 455-4314 for the application, information and fees. You may also need a Tent Permit from the Clark County Fire Dept. Contact them at (702) 455-7316 for the application, information and fees.
- **I am an out-of-state Vehicle Dealer and want to conduct New, Trade-in or Used Vehicle Sales at this event. Where do I start?**
Out-of-State Vehicle Dealers need to contact the Nevada Department of Motor Vehicles at (702) 486-8620. They will explain the process for out-of-state dealers.
- **I am selling food products. What do I need?**
A Health Permit issued by the Southern Nevada Health District. You may contact them at (702) 759-1258. They will give you information about their application process and fees. If you are not participating with a Promoter under their Multi-Vendor license, please contact our office for licensing information. (702) 455-0174.
- **What about paying taxes on the sales of my products?**
You will need to contact the Nevada Department of Taxation at (702) 486-2300. They will give you information about their application process and fees. You may also apply online at www.nevadatax.nv.gov/web.
- **When should I apply for my Clark County Business License?**
Depending on when the event is to be held, we recommend that you start making calls to the appropriate agencies, i.e. taxation, health dept. fire dept, at least 2 months before the event start date. This should give you enough time to complete the required documents, obtain the required permits and file your application.
- **I've read everything but I still need help. Now what do I do?**
In order to make this a smooth running process, we have included a checklist which is step-by-step directions on applying for the Temporary Store business license. You may reach us at (702) 455-0174 or email at chap@co.clark.nv.us. In order to expedite the process, your application should be hand-delivered to our office.

Wishing you the best of luck at this year's Laughlin River Run.

Cordially,

Clark County Business License
(702) 455-0174

**TENT SALES APPLICATION PROCEDURE
for AUTOMOBILES & MOTORCYCLES
TEMPORARY STORE – # TEM-106
Clark County Code 6.56
New & Trade-Ins Only**

PLEASE NOTE: THIS IS FOR SALES OF NEW OR TRADE-IN VEHICLES/CYCLES ONLY. SALES OF USED VEHICLES STILL REQUIRES A SECONDHAND DEALER LICENSE FROM CLARK COUNTY AND DEPT. OF MOTOR VEHICLES

LICENSING OPTIONS

- A) If you are **licensed with Clark County Business License and Nevada DMV as a Dealer**, please submit the following documents/permits to apply for your Temporary Store license:
- The **Nevada Business Registration** form, the **Clark County Supplement** form, the **Clark County Fire Survey form**, provide a copy of your **Nevada Articles of Inc.**, your Clark County **Fictitious Firm Name** form, a copy of your receipt from the **Nevada Taxation Dept.**, and a **check or money order made payable to Clark County Business License in the amount of \$195**;
 - Provide a copy of the **Lease/Permission Letter from your Landlord** authorizing you to use the property for your tent sale;
 - You will need to apply for a **Title 30 Administrative Application** with the Comprehensive Planning Department located on the 1st floor of the Clark County Government Center located at 500 S. Grand Central Pky., Las Vegas, NV. (702) 455-4314;
 - Provide a copy of your **Tent Permit from Clark County Fire Dept**; (702) 455-7100, or contact them at permits@co.clark.nv.us .
 - Provide a copy of your **Nevada DMV Dealers** license showing the Clark County address;
 - Bring in your **original DMV “Application for Temporary Location”** document on which both we, and the Current Planning Dept. will have to sign-off;
 - Complete a **Letter** addressed to Jacqueline R. Holloway, Director, **requesting a waiver of the Metro background investigation and the \$2,000 Surety Bond** pursuant to CCC 6.56.060.
- B) If you are **licensed with one of the 5 incorporated cities within Clark County** (i.e., Las Vegas, North Las Vegas, Henderson, Boulder City or Mesquite) **and Nevada DMV**, please submit the following documents/permits to apply for your Temporary Store license:
- The **Nevada Business Registration** form, the **Clark County Supplement** form, the **Clark County Fire Survey form**, provide a copy of your **Nevada Articles of Inc.**, your Clark County **Fictitious Firm Name** form, a copy of your receipt from the **Nevada Taxation Dept.**, and a **check or money order made payable to Clark County Business License in the amount of \$195**;
 - A copy of your **City Dealers license**;
 - Provide a copy of the **Lease/Permission Letter from your Landlord** authorizing you to use the property for your tent sale;
 - You will need to apply for a **Title 30 Administrative Application** with the Comprehensive Planning Department located on the 1st floor of the Clark County Government building located at 500 S. Grand Central Pky., Las Vegas, NV. (702) 455-4314;
 - Provide a copy of your **Tent Permit from Clark County Fire Dept**; (702) 455-7100; or contact them at permits@co.clark.nv.us .
 - Provide a copy of your **Nevada DMV Dealer** license showing the City address;
 - Bring in your **original DMV “Application for Temporary Location”** document on which both we, and the Current Planning Dept. will have to sign-off;
 - Complete a **Letter** addressed to Jacqueline R. Holloway, Director, **requesting a waiver of the Metro background investigation and the \$2,000 Surety Bond** pursuant to CCC 6.56.060.

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C) If you are **licensed within the State of Nevada by the Dept. of Motor Vehicles and have a jurisdictional license in a City/County, OTHER THAN Clark County or the 5 incorporated cities within Clark County, you may contract with a Nevada dealer** who is properly licensed with both the State of Nevada Department of Motor Vehicles and Clark County to sell or display their vehicles at the event **OR you may apply for a Motor Vehicle Sales Master License (#095) or a Motorcycle Sales Master License (#0960).** This will allow you to apply for a Temporary Store license and request a waiver of the Metro Background investigation and \$2,000 Bond posting requirement from the Director. Please submit the following documents/permits to apply for the Master License and the Temporary Store license:

- The **Nevada Business Registration** form, the **Clark County Supplement** form, the **Clark County Fire Survey form**, provide a copy of your **Nevada Articles of Inc.**, your **Clark County Fictitious Firm Name** form, a copy of your receipt from the **Nevada Taxation Dept.**, and a **check or money order made payable to Clark County Business License in the amount of \$195;**
- Applying with us for a **Clark County “Master” license** gives you the option of **requesting a waiver of the Metro background investigation and \$2,000 Surety Bond** from the Director on the Temporary Store license; Fees for this license will be calculated for you and can be included on the check for the Temporary Store. Please contact us for the appropriate fees;
- **A copy of your City/County dealers license** from your Nevada jurisdiction;
- Provide a copy of the **Lease/Permission Letter from your Landlord** authorizing you to use the property for your tent sale;
- You will need to apply for a **Title 30 Administrative Application** with the Comprehensive Planning Department located on the 1st floor of the Clark County; Government building located at 500 S. Grand Central Pky., Las Vegas, NV. (702) 455-4314;
- Provide a copy of your **Tent Permit from Clark County Fire Dept;** (702) 455-7100; or contact them at permits@co.clark.nv.us ;
- Provide a copy of your **Nevada DMV Dealers license** showing the City/County address;
- Your **original DMV “Application for Temporary Location”** document on which both we, and the Current Planning Dept. will have to sign-off;
- Complete a **Letter** addressed to Jacqueline R. Holloway, Director, **requesting a waiver of the Metro background investigation and the \$2,000 Surety Bond** pursuant to CCC 6.56.060.

PLEASE NOTE: You may apply for a Temporary Store License without the companion Master Vehicle license. In this event, the Metro background investigation and the \$2,000 Surety Bond requirements cannot be waived.

D) If you are **NOT licensed within Clark County, one of the Cities within Clark County, or one of the other jurisdictions within the State of Nevada, the Nevada Dept. of Motor Vehicles requires that:**

- You enter into an **Agreement with a Nevada State Dealer** who is licensed both with Nevada DMV and Clark County to conduct your sales;
- Contact the Nevada Department of Motor Vehicles so they can explain their licensing requirements, (702) 486-8620;
- The contracted Nevada Dealer will apply for the Temporary Store license as outlined under Licensing Options **A, B or C** above, depending on their permanent business address.

If you do not enter into an Agreement with a currently licensed Nevada Dealer to conduct your sales or are not currently licensed with the State of Nevada, Department of Motor Vehicles, please call DMV’s office at (702) 486-8620. They will tell you the requirements to operate as a Dealer within the State of Nevada.