



# City of North Las Vegas Registration Checklist

TEMPORARY PERMIT

2250 N. Las Vegas Boulevard, Suite 110, North Las Vegas, NV, 89030 - (702-633-1520)

**Applications must be submitted in person or online at**

**<https://www.cityofnorthlasvegas.com/business/business-licenses> at least 14 days before the event date.**

**Permits are limited to one per applicant per calendar quarter and are valid only for the dates specified in the request. Permits are limited to 14 calendar days and one location.**

**Pumpkin sales lots, haunted houses, and Christmas tree sales lots, may be permitted for up to 45 calendar days.**

**For events on City property, applications must be submitted 60 days in advance for events with fewer than 5,000 attendees and 120 days in advance for events with 5,000 or more attendees.**

- Complete **Special Event/Temporary Permit – General Questionnaire Form**.
- Documentation showing **current status with the Nevada Secretary of State**, 2250 N. Las Vegas Blvd 4<sup>th</sup> Floor Las Vegas, NV 89030, 702-486-3000. This is required for all corporations, limited liability companies, and limited partnerships. Information and documentation may be obtained from the Secretary of State's web site, <http://nvsos.gov/>.
- Copy of **current State Business License** or exemption from the Nevada Secretary of State, 2250 N. Las Vegas Blvd., 1st Floor, Las Vegas, NV 89030, 702-486-3000. Information and documentation may be obtained from the Secretary of State's web site, <http://nvsos.gov/>. **Please note that Domestic Non-Profit, Foreign Non-Profit and Corporation Sole entities are exceptions to the State Business License requirement. If your organization is one of these entity types and provides current status from the Nevada Secretary of State, as noted in the requirement above, you do not need to provide any documentation in regards to the State Business License.**
- Copy of **current State Sales Tax Permit/Business Use Tax Permit** or exemption from the Nevada Department of Taxation, 2550 Paseo Verde, Suite 180, Henderson, NV, 89052, or 555 E. Washington Ave., Suite 1300, Las Vegas, NV, 866-962-3707 ([www.Tax.State.NV.US](http://www.Tax.State.NV.US)). **Proof of current status must be dated within the past 12 months (one year).** The following are acceptable forms for verification: Department of Taxation approved Exemption form to be provided by local licensing authority, City/County Compliance Letter issued by the Nevada Department of Taxation, copy of your Nevada Business Registration form filed with the Nevada Department of Taxation which has been **stamped and signed by a Department of Taxation representative**, copy of your most recently submitted Sales/Use Tax filing, or a copy of your Registration Confirmation and Application Confirmation pages from the Nevada Department of Taxation online registration website. If you previously filed with the Nevada Department of Taxation and are registered but are unable to provide one of the items referenced above as proof of current status (document must be dated within the past 12 months), please visit a Department of Taxation office to request a City/County Compliance Letter.
- Written documentation from the property owner granting permission to use the event location for the proposed event.** The written documentation can be in the form of a letter, on company letterhead, from the property owner granting permission for the use/event, a copy of the lease or copy of the site rental agreement. This document must be signed, dated, and notarized.
- If the **Special Event/Temporary Permit – General Questionnaire Form** will be signed by someone other than the responsible party, a **Letter of Authorization** must be provided by the responsible party to the person who will be signing the application. The **Letter of Authorization** must name the person authorized to sign the **Special Event/Temporary Permit – General Questionnaire Form** and contain the notarized signature of the responsible party or be on company letterhead.
- Permit Fee:** \$50.00
- Complete **Site Plan**.
- Police Department Requirements:** Please contact the North Las Vegas Police Department at [pdevents@cityofnorthlasvegas.com](mailto:pdevents@cityofnorthlasvegas.com) at least one week prior to your event to confirm whether police staffing is required. All fees and invoices for law enforcement services will be handled by the North Las Vegas Police Department.
- Copy of **Health Permit or Health Certificate**, Southern Nevada Health District, 280 S. Decatur Blvd., Las Vegas, NV 89107, 702-759-0588, *if your event will include food sales or service.*

**Business License Hours of Operation: Monday – Thursday, 8:00 a.m. to 5:45 p.m.**