



City of North Las Vegas Registration Checklist

SPECIAL EVENT LIQUOR PERMIT

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

The items below must be provided at the time of application. Faxed or incomplete applications will not be accepted. Applications must be submitted via mail or in person. Applications will not be accepted after 2:00 p.m. This checklist must be returned with the application.

NORTH LAS VEGAS MUNICIPAL CODE, TITLE 5.26.260 -

A Special Events Liquor Permit authorizes the holder thereof to sell, serve, give away or otherwise dispense alcoholic liquor or beer, wine and spirit-based products for consumption only and not for resale in any form at a specific location. A Special Events Liquor Permit may be issued to allow beer, wine and spirit based products for sale or other distribution in any park or public place owned, leased or rented (as tenant) by the city only upon the express approval of the city council. The director may authorize the issuance of all other Special Events Liquor Permits. Requests for Special Event Liquor Permits must be filed with the director, together with the required fees, 45 days prior to event for events held on city property and 14 days prior to the event for all other events. Such permit is limited to one per applicant per calendar quarter and is valid only for the period specified in the request which in any case may not exceed nine consecutive calendar days. Special Events Liquor Permits may be conditioned as seems appropriate by the director or city council in the interest of public safety, health and welfare. The permittee is responsible to ensure compliance with all laws pertaining to the sale, service and distribution of alcoholic beverages.

- Complete **Special Event Liquor Permit Application**.
- Complete **Special Event/Temporary Permit – General Questionnaire Form**.
- Documentation showing **current status with the Nevada Secretary of State**. 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/> or at 702-486.2880.
- Copy of **current State Business License** or registration from the **Nevada Secretary of State**. Information and documents may be obtained from the Secretary of State’s web site, <http://nvsos.gov/> or at 702-486-2880.
- Copy of **current State Sales Tax Permit/Business Use Tax Permit** or exemption from the Nevada Department of Taxation, 700 E. Warm Springs Rd 2nd Floor, Las Vegas, NV 89119. 866-962-3707 <https://tax.nv.gov>. **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.
- If the **Special Event Liquor Permit Application** or **Special Event/Temporary Permit – General Questionnaire Form** will be signed by someone other than the owner/officer/manager/member/partner, a **Letter of Authorization** must be provided to the person who will be signing the application. The **Letter of Authorization** must name the person authorized to sign the **Special Event Liquor Permit Application** or **Special Event/Temporary Permit – General Questionnaire Form** and contain the notarized signature of the owner/officer/manager/member/partner or be on company letterhead.
- 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.
- Alcohol Permit Fee:**
 - \$50.00 – Per Day - Beer/Wine <Special Event/Temporary>
 - \$25.00 – Per Day - Beer/Wine Nonprofit Organizations < Special Event/Temporary>
 - \$100.00 – Per Day - Full Liquor < Special Event/Temporary>
 - \$50.00 – Per Day - Full Liquor Nonprofit Organizations < Special Event/Temporary>

**Business License Hours of Operation: Monday – Thursday, 8:00 a.m. to 5:45 p.m.
Fax Number: 702-399-8099**

- If applying as a nonprofit organization, you must supply **proof of your compliance with Section 501 of the Internal Revenue Code as a non-profit organization.**
- Copy of **Southern Nevada Health District Permit** (702)-759-0588 280 S Decatur Blvd, Las Vegas, NV 89107.
- City Council** approval if event is to be held on City property. *City Council meets twice monthly.*

The permit application must be submitted at least 14 days prior to the anticipated event date. However, for events to be held on City property, applications must be submitted 45 days prior to the event.