

Guide to Starting a Business in Nevada

Nevada Department of Business and Industry

Click anywhere on this page to begin

April 2018 Edition

The Road Map – Click a Topic



Nevada Department of Business and Industry



GETTING HELP

Starting and running a business is hard work. Having a great idea may not be enough.

There are many organizations that can help you with information, counseling and other start-up needs. This help is often free.

You don't have to go it alone. If you want or need assistance, click on the links to see what these groups have to offer. Or start with our Learning Center HERE.



10 STEPS TO START







Women's Business Center Services

A Few of the Many Business Support, Planning, Training and Networking Groups in Nevada

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PLANNING

A business plan can help you understand all the moving parts of your business before you get too far along. A business plan is also required by many lenders if you want to borrow money.

You can use a 'business model canvas' to think through things before writing your plan. Click on the YouTube videos and Canvanizer for help.

SCORE offers planning templates and assistance. Click on their icon to learn more.

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BUSINESS PLANNING TEMPLATES



YouTube



A Business Model Canvas in 5 Minutes Gabrielle Benefield

> Business Model Canvas Explained Strategyzer



A Few of the Many Business Support, Planning, Training and Networking Groups in Nevada

TRAINING

Many groups offer training, workshops and webinars to help you become better prepared to start or run your business.

The links to the right are a few of the many resources available. Use the Business Resource Center of the Nevada Department of Business and Industry to identify others – or contact your local chamber of commerce, college or university, library, etc.

Remember – success depends on you!





A Few of the Many Business Support, Planning, Training and Networking Groups in Nevada

NETWORKING

Building and maintaining relationships is critical to the long-term success of any business.

In Nevada, many groups are available to provide advice, assistance, mentoring or other forms of opportunity to expand your contacts and turn those contacts into productive relationships.

Click on an icon to learn more about these opportunities and how to make them work.

CALENDAR OF NETWORKING EVENTS IN NEVADA

TOP 10 WAYS TO MAXIMIZE YOUR NETWORKING APPROACHABILITY

HOW TO NETWORK LIKE YOU REALLY MEAN IT

HOW TO MAKE CONTACTS - THE RIGHT WAY

TEN WAYS TO MAKE CUSTOMERS FALL IN LOVE WITH YOUR BUSINESS

BUSINESS RELATIONSHIPS ARE MORE THAN A ROLODEX

A Few of the Many Business Support, Planning, Training and Networking Groups in Nevada

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Business Relationships – More Than A Rolodex

Your Fellow Business People Might Be Able To:

- Share their business advice and experience.
- Provide leads to people, information or resources.
- Help with money or financing for your business.
- Refer customers to your business.
- Direct you to job opportunities for your business.
- Help you find business partners, coworkers or employees.
- Create more contacts for you through people they know.

Develop Good Relationships By:

- Networking! Get out to events and meet with people.
- Staying in touch. Follow up on what contacts are doing.
- Building trust. Never take advantage of someone.
- Showing a genuine interest in people. Learn what's important to them. Listen to them. Ask questions.
- Being the first to act or do a favor. A giving attitude is rewarded with relationships more than a taking attitude. Give more than asked.
- Focusing on quality of relationships, not quantity. Be open to all, but invest in the relationships that are mutually beneficial.

Don't Make These Mistakes:

- Being impersonal (all business, all the time).
- Not showing appreciation.
- Forgetting to update people who have helped you on how things are going.
- Being inconsistent in how you treat people.
- Acting unprofessionally when things don't go as expected.
- Not admitting your mistakes.
- Not being careful in what you say or how you say it.
- Surrounding yourself with untrustworthy people.
- Keeping too many secrets. People trust transparency.

Adapted from "Business Relationship Building Skills – Benefits & Tips for Success," by Kalen Smith, MoneyCrashers.Com.

Link to Full Article

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A Few of the Many Business Support, Planning, Training and Networking Groups in Nevada



BUSINESS STRUCTURE

The business structure you choose will have legal and tax implications. The links to the right provide more information and help on this important topic. Do your research, seek the advice of an accountant or attorney, and pick the structure that will work best for you and your business.

When you're ready, register your business structure at SilverFlume, Nevada's only online portal to handle all your licensing and registration needs in one place. To do that, click the SilverFlume button below to get started.

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CHOOSE A BUSINESS STRUCTURE



NAMING YOUR BUSINESS

If you don't want to use your given name for your business (Jane Smith, for example), you will have to file a Fictitious Name Form (also known as a "Doing Business As" or "DBA" form) with the State of Nevada <u>and</u> with every county in which you plan to do business. When selecting a business name, ensure it is not being used in the state already. If it is, you will need to choose another name.

For information on the state DBA filing and to check existing business names in Nevada, go to SilverFlume, Nevada's only online portal to handle all your licensing and registration needs in one place (use the link below). Use SilverFlume's "Nevada Business Search" feature to check existing business names.

For information on county DBA filings, use SilverFlume or the map on the Business Licensing Page in this Guide to connect with the filing contacts for each Nevada county.

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BUSINESS LOCATION

Where you open shop can play a critical role in the success or failure of your business operation. For tips on handling this aspect of your business, click on the links to the right.

BEFORE locating your business anywhere in Nevada, first verify the zoning requirements of the jurisdiction in which you want to put it and then ask whether the jurisdiction offers any programs or incentives for locating the business in certain redevelopment areas.

Use the map on the Licensing Page of this Guide to connect with the jurisdiction(s) you are considering.



Business Licensing Page



TIPS FOR CHOOSING YOUR BUSINESS LOCATION









EIGHT LITTLE KNOWN FACTORS TO CONSIDER WHEN FINDING THE RIGHT LOCATION FOR YOUR BUSINESS

BUSINESS LICENSING

You MUST license your business with the state. To do that, use SilverFlume, Nevada's only online portal to handle all your licensing and registration needs in one place. Click the SilverFlume button below to get started.

You MAY need to license your business with the city and/or county where the business is based and in every city and/or county where it will operate. Click a county on the map to learn about local license requirements in that area.

Are you based outside Nevada? Then click HERE







Map courtesy of Encyclopaedia Britannica, Inc., copyright 1998; used with permission.

Carson City

If you plan to locate or operate a business in Carson City, you must license it with the city. Click on the city logo for more information.

To register a Fictitious Firm Name in Carson City, obtain and file the relevant forms HERE .

To explore other business resources, contact the Carson City Chamber of Commerce or Northern Nevada Development Authority. Click on their logos to learn more.

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Northern Nevada Development Authority

Clark County

Each city in Clark County – and Clark County itself – has different licensing requirements for businesses. These are in addition to requirements of the State of Nevada. Click on the appropriate city and county logos to learn more.

Click on the Jurisdictional Finder Tool if you need to know what entity applies to your business location. Click on the Las Vegas Global Economic Alliance logo to explore other programs and resources available to businesses.

Fictitious Name Forms must be submitted to the Clark County Clerk. Click HERE to learn more.

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SOUTHERN NEVADA REGIONAL BUSINESS LICENSE JURISDICTIONAL FINDER TOOL

Churchill County

A county business license <u>is</u> required in addition to your State of Nevada license. A separate city license is also required in the City of Fallon.

Click on the county or city logos to learn more.

For Fictitious Name Form filings, click HERE .

For other help, click on the Fallon Chamber, Churchill Economic Development Authority or Northern Nevada Development Authority logos.

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Northern Nevada Development Authority

Douglas County

A local or county business license is not required in addition to the state license.

For Fictitious Firm Name filings, click HERE .

For other business resources, contact the Northern Nevada Development Authority or Carson Valley Chamber of Commerce.



- Great people. Great places. —











Northern Nevada Development Authority

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Elko County

A county business license is <u>not</u> required.

The City of Elko and communities of Carlin, Wells and West Wendover do require their own business licenses.

Fictitious Name Certificates must be filed with the county clerk. Click HERE to learn more.

For other resources, click on the Northeastern Nevada Regional Development Authority logo.

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Esmeralda County

A county business license <u>is not</u> required, nor are licenses required by any of the towns (Dyer/Fish Lake Valley, Goldfield, Silver Peak). To learn more about the county, click on the county logo.

For Fictitious Name Form information, click on the county logo and type "fictitious name" into the search function on the county webpage.

To explore resources in Goldfield, click on the link to the Goldfield Chamber of Commerce.

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Goldfield CHAMBER OF COMMERCE

Eureka County

A county business license <u>is not</u> required, nor are licenses required by the communities of Eureka, Crescent Valley and Beowawe.

For Fictitious Name Form filings, click HERE .





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Humboldt County

A county business license <u>is</u> required for anyone doing business in the county, <u>unless</u> the business is conducted only within the city limits of Winnemucca, in which case only a city license is needed. Click on the logos to learn more.

Fictitious Firm Name filings must be done through the county clerk. Click HERE .

HUMBOLDT COUNTY GOVERNMENT









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Lander County

A county business license <u>is</u> required in addition to a State of Nevada business license.

Click on the county seal for more information on business licenses and Fictitious Name filings.

To explore other business resources, click on the Battle Mountain Chamber of Commerce or Lander County Economic Development Authority logos.

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Lincoln County

A county business license <u>is</u> required. Click on the Lincoln County logo for information on the county license and Fictitious Name filings.

A separate city license is also required in the City of Caliente. Click on the Caliente icon to learn more.

For more information on Lincoln County, click on the Pahranagat Man icon (Lincoln County Regional Development Authority).

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LincolnCountyNevada.com get primitive

Lyon County

A county business license <u>is</u> required. Click on the Lyon County logo to get information on licensing, fees and Fictitious Name Forms.

Separate city licenses are required in Yerington and Fernley. Click on the city logos to learn about requirements in those jurisdictions.

Yerington and Fernley have chambers of commerce. Click on the logos to learn more.



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Northern Nevada Development Authority

Mineral County

For business licenses, Fictitious Name Forms and other information on doing business in Mineral County, contact the County Clerk-Treasurer directly. Click on the county logo at right for the phone number and address.

To explore other resources available in the county, contact the Mineral County Economic Development Authority or local chamber of commerce. Click on those icons to learn more.

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Mineral County / Hawthorne CHAMBER OF COMMERCE



Nye County

The county <u>does not</u> require its own business license.

The towns of Pahrump and Tonopah <u>do</u>.

For information on filing a Fictitious Name Form, click HERE .

For licensing requirements in Beatty, Gabbs and Round Mountain, contact Nye County directly. Click on the county seal for phone and address.

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TONOPAH

Pershing County

For county licensing, contact the Pershing County Sheriff's Office at (775) 273-2641.

For licensing in the City of Lovelock, click on the link to the right for a business license packet.

For a Fictitious Firm Name filing, click HERE .

For business resources, contact the Pershing County Economic Development Authority or the Pershing County Chamber of Commerce.

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City of Lovelock Business License Packet

Pershing County Economic Development Authority



Storey County

A county business license is required in addition to your state license. Click on the county logo to learn more.

To file a Fictitious Firm Name, click HERE .

For more business information, click on the link to Storey County Economic Development.



Storey County Economic Development



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Washoe County

Each city in Washoe County – and Washoe County itself – has different licensing requirements for businesses. These are in addition to the requirements of the State of Nevada.

Click on the city or county logo to learn more about that entity's requirements.

DBA forms (another name for Fictitious Name Forms) must be filed with the Washoe County Clerk. To learn more about the county's DBA process, click HERE.

To explore other business resources, click on the Economic Development Authority of Western Nevada (EDAWN).

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White Pine County

A county license is required to do business outside the City of Ely, while a city license is required to do business inside the City of Ely. To learn more, click on the county and city logos to the right. To file a Fictitious Firm Form with the county, click HERE .

For economic development assistance, click on the Nevada Rural Development Corporation or Northeastern Nevada Regional Development Authority logos.

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WHITE PINE COUNTY WEBSITE







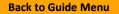
Not Based Here?

If your business is already licensed and based in another state, you must still license your out-of-state business with the State of Nevada if you want to operate in Nevada.

Use the SilverFlume link below to get started.

You may also need to license your business in every Nevada city and/or county where it will operate. The requirements for every city and county are listed in this guide.

Click on "Back to the Licensing Page" below and use the map to learn what city and/or county licenses are required in different parts of Nevada.





OTHER LICENSES & PERMITS

Depending on the type of business you plan to operate, you may need other licenses or permits in addition to your business license. These other licenses or permits typically fall into one of three categories: Professional, Environmental, and Public Health.

For example, certain professions require a license from a special board before you can do business in Nevada. Some businesses require environmental permits to address air, water or hazardous waste aspects of the business operation. Other activities may require public health licenses or permits to ensure public safety.

To learn about these categories and whether any of their requirements might apply to you, click the buttons on the right.

PROFESSIONAL

ENVIRONMENTAL

PUBLIC HEALTH

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Business Licensing Page

Professional

Some professions require additional licensing approvals from an independent board.

Some professions and businesses are regulated by state agencies.

Other businesses or occupations rely on local officials or civil action for enforcement.

To learn whether a profession or business activity might require additional licensures or regulatory compliance, use the buttons below to search for a profession.



Click on a Profession for Licensing Information

- Accountants
- Alcohol Counselors
- Appraisal Management Companies
- Architects
- Athletics Boxer, Kick Boxer, MMA
- Athletics Officials & Other Roles
- <u>Athletics Promoters</u>
- <u>Athletic Trainers</u>
- <u>Attorneys</u>
- <u>Audiologists</u>
- Autism Behavior Interventionists
- Automobiles Salespersons
- Automobiles Body Shops and Garages
- Automobiles Emissions Inspections
- Automobiles Driving Instructors
- Barbers & Barbering
- Behavior Analysts & Asst. Behavior Analysts
- Blasters
- Cemetery & Crematory Operators
- <u>Child Care Facilities</u>

- <u>Chiropractic</u>
- Clinical Professional Counselors
- Collection Agencies & Debt Collectors
- Contractors
- Cosmetology
- Court Reporters
- Dentistry & Dental Hygiene
- Detoxification Technicians
- Dietetics
- Dispensing Opticians
- Dog Handlers (for Security/Protection)
- Drug Counselors
- Embalmers
- Energy Auditors
- Engineers
- Environmental Health Specialists
- Escrow Agencies & Agents
- Family Therapists
- Fire (Performers/Protection Services)
- Funeral Directors



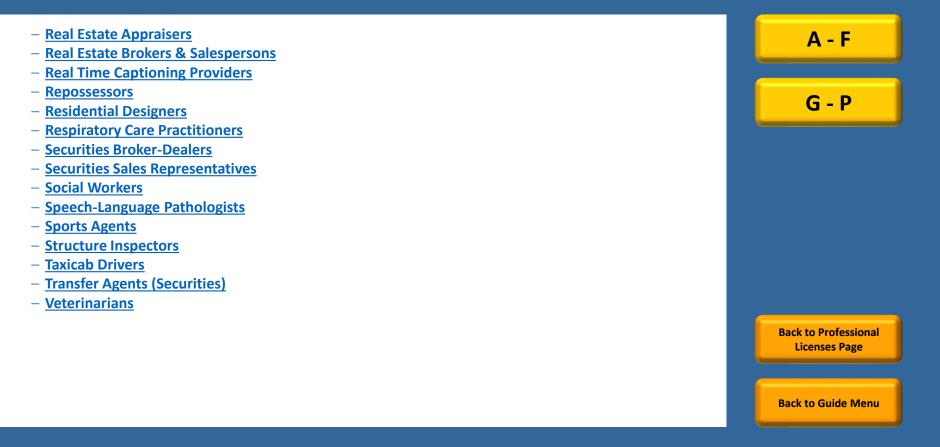
Click on a Profession for Licensing Information

- Gambling Counselors
- <u>Health Facilities</u>
- <u>Hearing Aid Dispensers</u>
- <u>Homeopathic Medicine</u>
- Insurance Agents & Businesses
- Interior Designers
- Interpretors
- Investment Advisors & IA Representatives
- Landscape Architects
- Land Surveyors
- Long-Term Care Facility Administrators
- Manufactured Housing (Dealers, Manufacturers, Sales and Service Persons)
- Marriage Therapists
- Massage Therapists
- Medical Assistants
- <u>Medical Laboratories</u>
- <u>Money Transmitters</u>
- Mortgage Agents, Bankers & Brokers

- Music Therapists
- <u>Notary</u>
- Nursing
- Occupational Therapists
- Optometry
- Oriental Medicine
- Osteopathic Medicine
- Perfusionists
- Pharmacists & Pharmacy
- Physical Therapists
- Physicians & Physician Assistants
- <u>Podiatry</u>
- Polygraphic Examiners
- Private Investigators
- Private Patrol Officers
- Process Servers
- Property Managers
- <u>Psychologists</u>
- <u>Pyrotechnicians</u>



Click on a Profession for Licensing Information



Environmental

You may need special environmental permits if your business is going to produce air emissions, generate hazardous wastes, store hazardous materials, or discharge wastewater. In some cases, these permits may be needed before you can begin operating.

For free help in figuring out what environmental permits apply to your business situation and where to get them, contact the Nevada Business Environmental Program (BEP) at the University of Nevada Reno – they provide statewide assistance in this area. Click their logo at the top on the right.

To learn more about federal, state and local environmental rules and regulations, check the other agencies and resources listed on this page.



Other Licenses & Permits Page



Public Health

Health permits or licenses may be required if your business is going to involve certain aspects of public health – for example, aquatics, body art/tattooing, child care, food service, etc.

The Nevada Division of Public and Behavioral Health (NDPBH) provides state licenses and permits in this area. Click their box on the right to see the types of businesses they regulate.

The NDPBH issues health permits for these activities in all parts of Nevada except (1) Carson City and Douglas County, (2) Clark County, and (3) Washoe County. For those three areas, links to the relevant local health agencies are provided on the right. In some instances, you may need both a state and local permit. Review the NDPBH and/or local agency websites for guidance.



Other Licenses & Permits Page



TAX STUFF

Not planning to operate your business under your own Social Security Number? You will need an Employer Identification Number issued by the U.S. Internal Revenue Service (IRS). Click the IRS logo on the right to learn more.

You must also register your business with the Nevada Department of Taxation. You can do this when applying for your state business license online at SilverFlume – click the SilverFlume logo to get started.

For more information on business taxation in Nevada, click on the Nevada Department of Taxation logo.









HIRING PEOPLE

Employment Laws. Do you plan to hire people? If so, you need to know about state and federal rules on wages, payment of overtime, workers compensation, health insurance, workplace posters, etc. The links to the right provide information on these topics and more.

You also need to know the difference between an employee and an independent contractor. Click on the IRS link to find out.

Finding Workers. Once you understand the employment laws, how do you find the workers? For links to some state and local resources that assist businesses in finding qualified people to train or hire, click HERE.

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Finding Workers

Finding good employees can be a challenge, but state and local resources are available to help. Nevada JobConnect helps match employers with available workers, while Silver State Works offers financial incentives to employers to train and employ new hires. Click on the links to learn more.

To see how employers can benefit from Nevada's workforce development efforts, click on the link to the Governor's Office of Workforce Innovation – or check out Nevadaworks for northern Nevada or Workforce Connections and its One-Stop Career Center for southern Nevada.

Click on the Nevada Department of Employment, Training and Rehabilitation (DETR) for more hiring assistance for businesses.

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JobConnect

start here.



GOVERNOR'S OFFICE OF WORKFORCE INNOVATION





workforce **CONNECTIONS** PEOPLE. PARTNERSHIPS. POSSIBILITIES.





CERTIFICATIONS

Certifications can assist a business in developing new contract opportunities. Several certifications exist today:

- Disadvantaged Business Enterprise (DBE)
- Small Business Enterprise (SBE)
- Minority Business Enterprise (MBE)
- Woman-Owned Small Business (WOSB)
- Economically Disadvantaged Woman-Owned Small Business (EDWOSB)
- Veteran-Owned Small Business (VOSB)
- Service-Disabled Veteran-Owned Small Business (SDVOSB)
- Historically Underutilized Business Zones (HUBZone)
- Emerging Small Business (ESB)

To learn more – and to receive help in getting certified - click on one of the entities listed to the right.

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Nevada Governor's Office of
ECONOMIC DEVELOPMENT

Procurement Technical Assistance Center



Empowering Success





FUNDING

Funding - also known as "capital" - is essential to starting, operating and growing a business.

The links at right provide resources and tools for business owners looking for funding. For example, the Access to Capital Directory of the Nevada Department of Business and Industry offers a comprehensive list of contacts for grants, incentives, traditional financing, non-traditional financing, and other money sources. Click on an icon to learn more.

Lastly, we provide a link to several articles with helpful hints about borrowing, loans, and managing cash flow.

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Nevada Department of Business and Industry Access to Capital Directory

Applying for an SBA Loan

U.S. Small Business Administration

SBA LINC Tool – Connecting Borrowers and Lenders

Nevada

Lender List









Helpful Hints about Money and Small Business

Helpful Hints on \$\$

There are many challenges associated with financing a business.

The articles to the right provide helpful advice on what to look for, what to avoid, and what to do when you need money for your business.

Also, check out the Networking and Helpful Hands pages of this Guide to find advice and assistance in developing your Nevada business. INTRO TO SMALL BUSINESS FINANCIAL MANAGEMENT – Wagepoint

A GUIDE TO CHOOSING THE RIGHT SMALL BUSINESS LOAN – Business News Daily

FIVE WORST CASH FLOW MISTAKES MADE BY SMALL BUSINESSES – Entrepreneur Magazine

SEVEN DEADLY CASH FLOW MISTAKES - LinkedIn

AVOID THESE FIVE COMMON SMALL-BUSINESS FINANCING MISTAKES – Entrepreneur Magazine

FIVE BIGGEST SMALL BUSINESS LOAN MISTAKES – National Federation of Independent Business

THE FIVE C's OF SMALL BUSINESS LENDING - Forbes

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Getting Help Page

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MARKETING

A business, product or service seldom sells itself.

Think about what you are selling. Think about who will need it or want it. Why will they need it or want it? Why should they buy it from you?

Think about how and where you tell that story. How do you reach your customer?

Put together an outline of your thoughts. This is the start of your marketing plan.

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FOCUS ON:

- ✓ YOUR BUSINESS GOAL
- ✓ YOUR CUSTOMER AND AUDIENCE
- ✓ YOUR MARKETING BUDGET
- ✓ YOUR UNIQUE SELLING PROPOSITION
- ✓ YOUR MARKETING TOOLS AND TACTICS
- ✓ HOW YOU WILL MEASURE OUTCOMES

BUT REMEMBER:

THE PLAN IS ONLY A GUIDE

FREE PUBLICITY IS AS GOOD AS PAID PUBLICITY

CHANGE THINGS THAT DON'T WORK

THE CUSTOMER EXPERIENCE IS EVERYTHING

THE BASICS OF A MARKETING PLAN

The Basics of a Marketing Plan

Your Plan Should Identify Six Things:

- Your Mission or Vision Statement
- Your Company Objective
- Your Market Environment Research and Analysis
- Your Target Customers Research and Analysis
- Your Competition and How They Match Up to You Research and Analysis
- Your Action Plan

The "Action Plan" is About Media Mix:

- What media tools are best for reaching your target customers
- Advertising, public relations, sales strategies all of these tools (and more) need to be considered, studied and figured out.
- Research and analysis are critical to putting the pieces together in a way that will work for your business objective, market environment and target customers.
- Your own insight into customers, environment, and competition is important too. Ask intelligent questions, be open to facts that may be different than you expected, and adjust accordingly.

Marketing Tips:

- Have a clear intention know what you want to be, do, or have.
- Take consistent action do the things necessary to achieve the desired outcome.
- Transform your passion into a market position.
- Market position evolves from your understanding the defining characteristics of your product or service. The primary elements of positioning are Pricing, Quality, Customer Service, Distribution and Packaging.
- You <u>must</u> define your product or service or a competitor will do it for you.
- Identify your greatest strength and use it to position your product or service.

Adapted from a document available through the Las Vegas office of the Nevada Small Business Development Corporation (NSBDC), courtesy of Andrew Allison, Economic Development Advisor.

Contact NSBDC

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COMMON MISTAKES

You'll make mistakes along the way. We all do.

But knowing about common pitfalls BEFORE you start your business might help you avoid them.

Read the articles to the right and do things the easy way. The hard way isn't fun.

Click on a title to learn more.



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NORTHERN OFFICE

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Nevada Department of Business and Industry

"Growing business in Nevada"

SOUTHERN OFFICE 3300 W. Sahara Avenue, Suite 425 Las Vegas, Nevada 89102

Phone: (702) 486-2750 Fax: (702) 486-2758 Email: biinfo@business.nv.gov

Thank you for using our Guide!

Whatever your goal, this Guide is only a starting point for the many resources available to help you with your business.

Check out our Business Resource Directory (with Learning Center, Access to Capital Directory, Calendar of Events and other business related information) on our website:

www.business.nv.gov

...and best of luck in your business adventure!

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