

CHECKLIST: How to Start a Business in Southern Nevada

The following is a checklist for starting a business in Las Vegas, Henderson, North Las Vegas, Boulder City, and Clark County Nevada.

Step 1: Are you ready?

Visit the Nevada Small Business Development Center (Nevada SBDC) at www.nsbdc.org and download the Business Readiness Self- Assessment. Another resource as a mentor/training is the Nevada Business Opportunity Fund (NBOF) and the Nevada Women's Business Center which deliver a comprehensive array of business services and programs specifically targeted to help micro, small, women and minority owned businesses in low-income and disadvantaged communities: www.vedc.org/nevada.

You can also visit the State of Nevada, Department of Business & Industry, Business Resource Center at www.business.nv.gov. There you will find The Learning Center, Resource Directory, a calendar of small business training/events and more.

Step 2: Get a mentor – Develop a Business Plan

Visit SCORE at www.scorelv.org or the Nevada Small Business Development Center at www.nsbdc.org to request a personal mentor who will partner with you at every step, help you write a business plan and be a sounding board for you thoughts.

SCORE's Resource guide: <http://scorelv.org/resources/regulatory-issues>

The Clark County Library www.lvccld.org maintains several databases to help you do the market research.

Step 3: Choose your name and if applicable a Fictitious name

Check the list of business names with the Nevada Secretary of State: <https://www.nvsilverflume.gov/businessSearch>

A fictitious firm name, or a DBA, is required if the name of your business differs from the name registered with the Secretary of State: <http://www.clarkcountynv.gov/depts/clerk/services/pages/fictitiousfirmnames.aspx>

Step 4: Decide on a business address

Zoning: You will need to verify the zoning requirements in the jurisdiction in which the business is located prior to choosing a business location.

<http://gisgate.co.clark.nv.us/gismo/apps/jurisdiction/app/index.html>

For information on zoning contact Clark County Current Planning Division at (702) 4554314 or online at www.clarkcountynv.gov/depts/comprehensive_planning/zoning/pages/default.aspx

Step 5: Apply for your EIN number

The Employer Identification Number, issued by the IRS, is like your business' social security number.

[http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)

Step 6: Form your entity and get your state business license

Once you've made the decision, file the proper forms at the Nevada Secretary of State's office:

<http://nvsos.gov/index.aspx?page=4>

Step 7: Register with the Nevada Department of Taxation

The license you need depends on whether you're a retailer, a service provider, or if you purchase items you consume from companies that don't charge you sales tax. Use the Taxpayer Information Packet to get started:

<http://tax.nv.gov/Publications/Publications/>

Step 8: Apply for your local business licenses

Please refer to Step #4 and be sure you're applying for a license in the correct jurisdiction; enter your business address into the Jurisdiction Locator: <http://gisgate.co.clark.nv.us/gismo/apps/jurisdiction/app/index.html>

Step 9: Hiring Employees

When hiring employees, it is important to know the difference between an employee and an independent contractor.

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Independent-Contractor-Self-Employed-or-Employee>

Worker Compensation

<http://dirweb.state.nv.us/wcs/wcs.htm>

Workforce Connections' One-Stop Career Center

www.nvcareercenter.org

Nevada Office of the Labor Commissioner

www.labor.nv.gov

FINANCING:

Nevada Business Opportunity Fund:

www.vedc.org/nevada

Accion Nevada

www.accionnv.org

Prestamos

www.cplc.org

Clearinghouse

www.clearinghousecdfi.com

GOVERNMENT CONTRACTS:

The Nevada PTAC Procurement Outreach Program (POP) under the Governor's Office of Economic Development (GOED) works with Nevada businesses to expand into the government marketplace and compete successfully for contracts with federal, state and local government agencies.

To schedule an appointment with a Procurement Specialist in our Las Vegas office, please call (702)486-2700 or email: procurement@diversifynevada.com.

Are you a Women, Minority Owned or Small Business?

The staff at the Women Business Enterprise Council West (WBEC-West) can assist you and your business through the certification process FREE of charge. For more details on benefits and opportunities for Women's Business Enterprise (WBE) Certification, visit www.wbec-west.org . Local contact is Anna Siefert: anna@wbec-west.org

The Nevada Unified Certification Program (NUCP) comprised of the Nevada Department of Transportation, McCarran International Airport, the Regional Transportation Commissions of Southern Nevada and Washoe County, Reno-Tahoe Airport Authority and the Carson Area Metropolitan Planning Organization is the certifying entity for Disadvantaged Businesses Enterprises and Small Business Enterprises.

Certification information is available at: <http://www.nevadadbe.com/website/dbe-program.php> or at <https://www.mccarran.com/DoingBusiness/DisadvantagedBusinessProgram.aspx>

HELPFUL CONTACTS At-A-GLANCE

Business Plans & Mentoring

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| SCORE | (702) 388-6104 | www.scorelv.org |
| Nevada Small Business Development Center | (702) 876-0003 | www.nsbdc.org |
| Nevada Business Opportunity Fund | (702) 734-3555 | www.vedc.org/nevada |

EIN/Sales Tax/Tax Forms

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| Internal Revenue Service | 1-800-829-1040 | www.irs.gov |
| Nevada Department of Taxation | 1-866-962-3707 | www.tax.nv.gov |

Business Formation/Licensing/Fictitious Name

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|---------------------------|------------------------|--|
| Nevada Secretary of State | (775)684-5708 | www.nvsos.gov |
| City of Las Vegas | (702) 229-6281 | www.lasvegasnevada.gov |
| City of Henderson | (702)267-1730 | www.cityofhenderson.com |
| City of Boulder City | (702)293-9244 | www.bcnv.org |
| City of Mesquite | (702)346-2835 Ext 3305 | www.mesquitenv.gov |
| Clark County | (702)455-0000 | www.clarkcountynv.gov |

Hiring Employees

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| U.S. Department of Labor | 1-866-4-USWAGE | www.dol.gov |
| Workforce Connections One Stop Career Center | (702)822-4200 | www.nvcareercenter.org |
| Worker's Compensation | (702)486-9080 | http://dirweb.state.nv.us/wcs/wcs.htm |
| Nevada Office of the Labor Commissioner | (702) 486-2650 | www.labor.nv.gov |

Financing

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|----------------------------------|----------------|--|
| Small Business Administration | (702)388-6611 | www.sba.gov |
| Nevada Business Opportunity Fund | (702)734-3555 | www.vedc.org/nevada |
| Accion | (702) 250-3372 | www.accionnv.org |
| Prestamos | (702) 207-1614 | www.cplc.org |

Government Contracts

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| Governor's Office of Economic Development | 1-800-336-1600 | www.diversitynevada.com |
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Training for Small Business Owners

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| Nevada Small Business Development Center | (702)876-0003 | www.nsbdc.org |
| SCORE | (702)388-6104 | www.scorelv.com |
| West Charleston Library | (702)507-3940 | www.lvccld.org |
| Vegas PBS | (702) 799-1010 | http://www.vegaspbs.org/workforce/ |

Women and Minority Business Assistance

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| Women's Business Enterprise Council-West | (702)353-4310 | www.wbec-west.org |
| McCarran Airport-Disadvantaged Business Enterprise | (702)261-3443 | www.mccarran.com/DoingBusiness/ |
| Business Development Advisory Council (BDAC) | (702) 455-2897 | www.clarkcountynv.gov |
| Nevada Department of Transportation | (775) 888-7497 | www.nevadadbe.com/website/index.php |

For additional resources please visit the Department of Business & Industry, Resource Center at www.business.nv.gov.