

## **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 [www.nsbdc.org](http://www.nsbdc.org) and download the Business Readiness Self- Assessment or another resource as a mentor/training is Nevada Business Opportunity Fund (NBOF) that delivers 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](http://www.vedc.org.nevada)

### **Step 2: Get a mentor – Develop a Business Plan**

Visit SCORE at [www.scorelv.org](http://www.scorelv.org) or the Nevada Small Business Development Center at [www.nsbdc.org](http://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](http://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](http://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](http://www.nvcareercenter.org)

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**FINANCING:**

Nevada Microenterprise Initiative (NMI):

[www.vedc.org/nevada](http://www.vedc.org/nevada)

Accion Nevada

[www.accionnv.org](http://www.accionnv.org)

Clearinghouse

[www.clearinghousecdfi.com](http://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](mailto: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](http://www.wbec-west.org) . Local contact is Anna Siefert: [anna@wbec-west.org](mailto: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> and  
<https://www.mccarran.com/DoingBusiness/DisadvantagedBusinessProgram.aspx>.

## **HELPFUL CONTACTS At-A-GLANCE**

### **Business Plans & Mentoring**

SCORE	(702) 388-6104	<a href="http://www.scorelv.org">www.scorelv.org</a>
Nevada Small Business Development Center	(702) 876-0003	<a href="http://www.nsbdc.org">www.nsbdc.org</a>
Nevada Business Opportunity Fund	(702) 734-3555	<a href="http://www.vedc.org/nevada">www.vedc.org/nevada</a>

### **EIN/Sales Tax/Tax Forms**

Internal Revenue Service	1-800-829-1040	<a href="http://www.irs.gov">www.irs.gov</a>
Nevada Department of Taxation	1-866-962-3707	<a href="http://www.tax.nv.gov">www.tax.nv.gov</a>

### **Business Formation/Licensing/Fictitious Name**

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

### **Hiring Employees**

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

### **Financing**

Small Business Administration	(702)388-6611	<a href="http://www.sba.gov">www.sba.gov</a>
Nevada Business Opportunity Fund	(702)734-3555	<a href="http://www.vedc.org/nevada">www.vedc.org/nevada</a>

### **Government Contracts**

Governor's Office of Economic Development	1-800-336-1600	<a href="http://www.diversitynevada.com">www.diversitynevada.com</a>
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### **Workshops for Small Business Owners**

Nevada Small Business Development Center	(702)876-0003	<a href="http://www.nsbdc.org">www.nsbdc.org</a>
SCORE	(702)388-6104	<a href="http://www.scorelv.com">www.scorelv.com</a>
West Charleston Library	(702)507-3940	<a href="http://www.lvccld.org">www.lvccld.org</a>

### **Women and Minority Business Assistance**

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