

Steps to Start a Small Business

Are you ready to start a business or grow your existing business? First things first, find a mentor. I would suggest reaching out to SCORE and/or Nevada Small Business Development Center. Below is additional information about each.

SCORE:

SCORE provides free mentoring services. They will work with you from the point where you have a great idea to actually starting your business. You can meet with them as many times as you like, free of charge. They can assist in writing a business plan, marketing, exporting, e-commerce, strategic planning and much more. SCORE also provides a lot of training opportunities, usually free of charge. There are multiple locations in Nevada.

SCORE (Southern Nevada)

300 South Fourth St. Ste. 400
Las Vegas, NV. 89101
Phone: [\(702\) 388-6104](tel:(702)388-6104)
Email: info@scorelv.org
Web: www.scorelv.org

SCORE (Northern Nevada)

University of Nevada Reno
Ansari Business Building
College of Business Administration
Mail Stop 0032
Room 411
Reno, NV. 89557
Phone: (775) 784-4436
Web: www.score-reno.org

Nevada Small Business Development Center (Nevada SBDC):

Nevada SBDC provides free mentoring services. This office provides services similar to SCORE. They meet with individuals one on one and can provide assistance in starting and growing a business, business education and training, market research and more. Nevada SBDC provides services free of charge. There are multiple locations in Nevada.

Las Vegas

1951 Stella Lake St. Suite 32
Las Vegas, NV. 89106
Phone: (702) 876-0003
Web: www.nsbdc.org

Nevada SBDC at UNLV
University of Nevada, Las Vegas
Lied Library, 2nd Floor
4505 S. Maryland Pkwy.
Las Vegas, NV. 89154
Phone: (702) 876-0003

Web: www.nsbdc.org

Reno

University of Nevada, Reno
College of Business
Ansari Business Building, Room 411
Reno, NV 89557-0032
Phone: (775) 784-1717
Web: www.nsbdc.org

Churchill County

Churchill County Economic Development Authority
P.O. Box 1236
Fallon, NV. 89407 (mail)
448 W. Williams Ave. Suite 103
Fallon, NV. 89406
Phone: (775) 423-8587
Web: www.nsbdc.org

Elko

Great Basin College
1500 College Pkwy.
McMullen Hall #102
Elko, NV. 89801
Web: www.nsbdc.org

Ely

744 E. North Industrial Way
Ely, NV. 89301
Phone: (775) 772-2891
Web: www.nsbdc.org

Pahrump

1301 South Highway 160
NSB Building, 2nd Floor
Pahrump, NV. 89048
Phone: (775) 751-1947
Web: www.nsbdc.org

Winnemucca

City of Winnemucca
90 West Fourth St.
Winnemucca, NV. 89445
Phone: (775) 623-1064
Web: www.nsbdc.org

As a small business owner it's always a good idea to have a relationship with a lawyer, an accountant and an insurance agent. You will most likely require their services at some point while operating your business.

This is not necessarily all of the required steps to start a business, as all business ventures are different. This is a guideline to get started.

STEP 1:

Business Plan: When starting a business it's always a good idea to have a written business plan. Your business plan is like a resume for your business. Business plans develop a blueprint as an operating guide for your business. It describes you and your business. You will need a business plan when dealing with banks or other lending institutions. Both SCORE and Nevada SBDC can assist you in writing a business plan.

STEP 2:

Create a corporation, Limited Liability Company, Partnership or Sole Proprietorship Legal Organization:

NOTE: If you choose to use a business name other than your personal legal name you must file a Fictitious Business Name Certificate (DBA) with your local County Clerk's Office to identify the owner(s). This applies to sole proprietorship and partnerships.

Corporations and Limited Liability Companies (LLC) must file Articles of Incorporation or Articles of Organization with the Nevada Secretary of State and maintain all records, minutes, etc., as required by law. For more information visit the Secretary of State online at <http://nvsos.gov>.

Nevada Secretary of State
555 E. Washington Ave. Suite 5200
Las Vegas, NV. 89101
(702) 486-2880
Web: www.nvsos.gov

or Nevada Secretary of State
202 North Carson St.
Carson City, NV. 89701
(775) 684-5708
Web: www.nvsos.gov

STEP 3:

Fictitious Firm Name (DBA): If you plan to operate the business under any other name other than your own name you will want to complete a Fictitious Firm Name (DBA) with the County Clerk. In Las Vegas you can go to www.clarkcountynv.gov for more information. If you would like to go directly to the required form you can go to www.clarkcountynv.gov/depts/clerk/services/pages/fictitiousfirmnames.aspx The cost of the Fictitious Firm Name certificate is \$20.00 and is good for 5 years.

Clark County Clerk
200 Lewis Ave.
3rd Floor #3125
Las Vegas, NV. 89155
Phone: (702) 671-0500

STEP 4:

State Business License: If you wish to start a business you need to obtain a business license through the State of Nevada, Secretary of State's Office. You will first need to decide your business entity typically either a Sole Proprietor, General Partnership, LLC or Corporation. About 70% of small businesses open as an LLC. You may want to speak with an attorney prior to deciding which entity is best for you. The cost for a Sole Proprietor and General Partnership business license is \$200.00 per year. An LLC and a

Corporation business license cost \$400.00 per year. You can apply for your business license online at www.nvsilverflume.gov. You will need to create an account and then follow the steps. Go to www.nvsilverflume.gov select Start Your Business and then select Start Your Business (online wizard). SilverFlume is a great resource for starting a business. Please review their FAQ section, which answers many common questions of potential small business owners and entrepreneurs.

Please note effective July 1, 2015 the annual State Business License fee for corporations formed pursuant to Chapters 78, 78A, 78B and 80 will increase from \$200.00 to \$500.00. Other increases will also take effect on July 1, 2015. For additional information please go to: <http://www.nvsos.gov/index.aspx?page=23&recordid=1823&returnURL=%2findex.aspx>

Nevada Secretary of State
555 E. Washington Ave. Suite 5200
Las Vegas, NV. 89101
(702) 486-2880
Web: www.nvsos.gov

or Nevada Secretary of State
202 North Carson St.
Carson City, NV. 89701
(775) 684-5708
Web: www.nvsos.gov

STEP 5:

Taxes: you must be in compliance with all state and federal taxes. Check with the Department of Taxation to determine if you will need a resale permit, an exemption certificate or are subject to use tax. A deposit or bond may be required. For more information regarding the state contact the State of Nevada, Department of Taxation at (702) 486-2300 or go online to www.tax.nv.gov. New business must check with the Department of Taxation to determine whether they need a resale permit, an exemption certificate or are subject to use tax. You may also want to contact the IRS at (702) 868-5005.

Nevada State Department of Taxation
555 E. Washington Ave. Suite 1300
Las Vegas, NV. 89101
Phone: (702) 486-2300
<http://tax.state.nv.us/>

STEP 6:

Local City/County Business Licenses: In the State of Nevada all businesses are required to obtain a business license within the county/city in which they will operate or perform work. Depending on location and type of business you may be required to obtain a Clark County license as well as a city license(s). If you perform work in several jurisdictions within Clark County you may be required to obtain a city license from multiple jurisdictions. The cost to obtain a Clark County Business License is a \$45.00 application fee, plus licensing fees which vary depending on the type of business.

Clark County is made up of six jurisdictions, each with its own licensing agency-the City of Las Vegas, the City of North Las Vegas, the City of Henderson, Boulder City, the City of Mesquite and Unincorporated Clark County. The link above will tell you which jurisdiction a business or potential place of business is located. License fees vary by jurisdiction and type of business.

I would recommend contacting Clark County first at (702) 455-4252 or online at www.clarkcountynv.gov to determine the jurisdiction of your business or potential business. It is very important to determine which jurisdiction your property is located in.

Once you have determined the proper jurisdiction you will want to contact that jurisdiction for licensing information. City of Las Vegas can be reached at (702) 229-6281, City of North Las Vegas at (702) 399-8099, in City of Henderson at (702) 267-1730, City of Boulder City (702) 293-9219 and City of Mesquite at (702) 346-2835 x. 3305.

There are other special permits required in Nevada from Health, Police, Fire or Building Departments. Additionally there are permit requirements for liquor, gaming, health permits, home occupation permits, cosmetology and others. Check with the local jurisdiction in which you plan to operate your business to determine the licensing/permit requirements.

Please check with the jurisdiction in which you plan to operate a home based business for permit requirements and fees along with additional information.

Clark County Business License

500 S. Grand Central Pkwy. 3rd Floor

Box 551810

Las Vegas, NV. 89155

Phone: (702) 455-4252

Web: www.clarkcountynv.gov/depts/business_license/pages/default.aspx

City of Las Vegas

495 S. Main St.

Las Vegas, NV. 89101

Web: <http://www.lasvegasnevada.gov/Business/default.htm>

City of North Las Vegas

Business License Division

2250 Las Vegas Blvd. North

North Las Vegas, NV. 89030

Phone: (702) 633-1520

Web: <http://www.cityofnorthlasvegas.com/departments/finance/businesslicense/businesslicense.aspx>

City of Henderson

City Hall

240 Water St.

Henderson, NV. 89015

(702) 267-1730

Web: <http://cityofhenderson.com/finance/business-license/business-license-general-description>

Boulder City

Business License

401 California Ave.

Boulder City, NV. 89005

Phone (702) 293-9244

Web: <http://bcnv.org/?q=buslicense>

City of Mesquite

Business Licensing

10 E. Mesquite Blvd.

Mesquite, NV. 89027

Phone: (702) 346-2835 x 3305

Web: <http://www.mesquitenv.gov/city-government/licenses-permits/business-licenses>

STEP 7:

Special Permits: In addition to city and county licenses, certain types of occupations are required to obtain special state licenses. Below is a list of licensing agencies to contact for more information.

State Contractors Board

2310 Corporate Circle, Ste. 200
Henderson, NV. 89074
Phone: (702) 486-1100
Web: www.nvcontractorsboard.com

Public Transportation Permits

Nevada Transportation Service Authority
2290 South Jones Blvd., Ste. 110
Las Vegas, NV. 89146
Phone: (702) 486-3303
Web: www.tsa.nv.gov

Eldercare/Other Care Related Business

State of Nevada, Department of Human Resources
Bureau of Licensure
4220 South Maryland Pkwy., Ste. 810
Las Vegas, NV. 89119
Phone: (702) 486-6515
Web: <http://dhhs.nv.gov/>

Childcare Licensing Information

4220 South Maryland Pkwy., Ste. 810, Bldg. D.
Las Vegas, NV. 89119
Phone: (702) 486-6515
Web: <http://health.nv.gov/HCQC Childcare Contactinfo.htm>

Air Quality Permits

Air Quality & Environmental Management
Government Center, 1st Floor
500 S. Grand Central Pkwy.
Las Vegas, NV. 89155
Phone: (702) 455-5942
Web: www.co.clark.nv.us/air_quality/

Restaurants/Food Service

Clark County Health District Plan Review
P.O. Box 3902
Las Vegas, NV. 89127
Phone: (702) 759-0588

Web: <http://www.southernnevadahealthdistrict.org/food-establishments/>

STEP 8:

Business Address/Zoning: You will need to check zoning laws prior to picking a business location. For information on zoning contact Clark County Current Planning Division at (702) 455-4314 or online at www.clarkcountynv.gov/depts/comprehensive_planning/zoning/pages/default.aspx .

If you plan to operate in the City of Las Vegas contact their office at (702) 229-6551, City of North Las Vegas contact them at (702) 633-1537, City of Henderson at (702) 267-1500, Boulder City at (702) 293-9292 and City of Mesquite at (702) 346-2835 ext. 3305.

If you plan to operate your business out of your home there are zoning laws in your neighborhood. Common zoning restrictions include: no deliveries, no inventory storage, sign restrictions and no customer parking to name a few. Please check with the jurisdiction in which you plan to operate a home based business for permit requirements and fees along with additional information.

STEP 9:

Employee Identification Number (EIN): As a business you are required to have an Employer Identification Number (EIN) to use as a federal taxpayer identification number. You will need this number to open a business banking account, pay employees and for tax purposes. For additional information please contact the IRS at (702) 868-5005.

www.irs.gov

OTHER IMPORTANT INFORMATION:

FINANCING:

Are you looking for a loan to get your business going? Do you need cash for inventory, equipment, marketing or to hire employees? The companies listed below offer loans from \$1,000.00 If you are looking for a loan in the amount of \$50,000.00 or less I would recommend contacting either Nevada Business Opportunity Fund, Accion or Prestamos, contact information below. Each has their own programs and qualifying requirements. If you contact one company and they are not able to assist you, contact the companies.

Also, the Department of Business & Industry, Director's Office publishes an Access to Capital database, which is a large document containing different sources of funding. I would recommend checking it out at www.business.nv.gov. The Access to Capital database includes banks and other types of lending.

Nevada Business Opportunity Fund:

Provide loans from \$1,000.00 to \$250,000.00. They offer micro-loans from \$1,000.00 to \$50,000.00.

Contact: Leanna Jenkins

550 E. Charleston Suite E

Las Vegas, NV. 89104

Phone: (702) 734-3555

Email: ljenkins@vedc.org

Web: www.vedc.org/nevada

Accion:

Provide loans from \$1,000.00 to \$500,000.00. They offer micro-loans from \$1,000.00 to \$50,000.00.

Contact: Erin McDermott

1951 Stella Lake St.

Las Vegas, NV. 89106

Phone: (702) 250-3372

Email: emcdermott@accionnv.org

Web: www.accionnv.org

Prestamos:

Provide microloans from \$500.00 to \$50,000.00.

Contact: Daniel Reese

Phone: (702) 207-1614

Email: lasvegasinfo@cplc.org

Web: www.cplc.org

TRAINING OPPORTUNITIES:

Are you looking for business training opportunities? If so, there are several offices throughout the state who offer training opportunities. The Department of Business & Industry publishes a small business calendar of events which can be found at www.business.nv.gov. We post various small business training and events happening throughout Nevada. Many of the training opportunities and events are free to attend.

Below is a list of companies that provide small business training, often free of charge. Their classes and events can be found on our small business calendar at www.business.nv.gov.

Nevada Business Opportunity Fund

Contact: Leanna Jenkins

550 E. Charleston Suite E

Las Vegas, NV. 89104

Phone: (702) 734-3555

Email: ljenkins@4microbiz.org

Web: <http://4microbiz.org>

Nevada Small Business Development Center

Multiple Locations

Web: www.nsbdc.org

Small Business Administration (SBA)

Multiple Locations

Web: www.sba.gov

SCORE

Multiple Locations

Web: www.score.org

Vegas PBS – Global Online Advanced Learning (GOAL)

3050 E. Flamingo Rd.

Las Vegas, NV. 89121

Phone (702) 799-1010

Web: www.vegaspbs.org/workforce/

Nevada Industry Excellence (Exporting)
Southern Nevada
5550 W. Flaming Rd. A-2
Las Vegas, NV. 89103
Phone: (702) 895-2615
Web: www.nevadaie.com

Northern Nevada
Various Locations
Phone: (775) 784-1935
Web: www.nevadaie.com

TECH TRAINING OPPORTUNITIES:

The Founder Institute is the world's largest entrepreneur training and startup launch program, helping aspiring founders across the globe build enduring technology companies. In the Founder Institute's four-month, part-time program, promising startup entrepreneurs "learn by doing" and launch a company through structured training courses, practical business-building assignments, and expert feedback from a large network of business mentors. Plus, aspiring founders are not required to quit their day job to participate, so they can begin building a business around their ideas without putting their livelihood at risk.

Based in Silicon Valley and with chapters across 85 cities and 40 countries, the Founder Institute has helped launch over 1,310 companies, which have created over 10,000+ new jobs. The company's mission is to "Globalize Silicon Valley" and build sustainable startup ecosystems that will create one million new jobs worldwide.

For more information on The Founder Institute visit their Las Vegas Meetup group online at <http://www.meetup.com/Las-Vegas-Startup-Founder-101/events/218913442/>

HIRING EMPLOYEES:

Workers Compensation: If you decide to hire employees you will also be required to obtain Workers Compensation Insurance, contact your business insurance agent for further details or contact the Division of Industrial Relations at www.dirweb.state.nv.us/.

Along with Workers Compensation Insurance you will need to consider other insurance needs. If you plan to use your personal vehicle to operate your business you will need business insurance on your vehicle. I would recommend contacting an insurance broker for the requirements for your type of business.

Unemployment Insurance: You will need to pay unemployment insurance through the Nevada State Employment Security Division at (702) 486-0250 or online at <http://detr.state.nv.us>.

Labor Laws: You will be need to be in compliance with local state labor laws, for more information visit the Office of the Labor Commissioner at www.laborcommissioner.com or at (702) 486-2650.

Incentives for Employers: Silver State Works through Nevada JobConnect. Employers can get up to \$2,000.00 per employee in incentive reimbursements or training allowances for new hires. For more

information visit www.silverstateworks.com or at (702) 486-0129 in Southern Nevada or (775) 284-9660 in Northern Nevada, or email at silverstateworks@nvdepr.org

DISASTER RELIEF LOANS:

SBA Disaster Assistance Program-low interest disaster loans to homeowners, renters, businesses of all sizes and private, nonprofit organizations.

Disaster Relief Loans can be used for: a) repair or replace b) real estate c) personal property d) machinery and equipment e) inventory f) furniture and fixtures g) lease hold improvements

To find a location near you for assistance please call (800) 659-2955, go online to www.sba.gov and for the disaster loan application go to www.disasterloan.sba.gov/ela

PATENTS, TRADEMARKS, COPYRIGHTS:

Intellectual property law prevents other people from stealing your ideas, company logo, product designs and business methods.

What is Intellectual Property? a) Works b) Ideas c) Business Name d) Logo e) Inventions f) Discoveries

Patent: A Patent grants its owner the right to exclude other businesses from making, using, offering for sale, importing or selling the patented invention in the US. Anyone can obtain a US patent regarding age or citizenship. Patent protection lasts 14-20 years depending on the type of patent. Patents can cost thousands of dollars. You will need help from a patent attorney. For more information visit the US Patent and Trademark Office at <http://www.uspto.gov>

What can be patented? Any man-made products or the processes for making such products can be patented. You can patent: a) Process b) Machine c) Manufacture d) Composition of matter

Trademark: A Trademark is a word, phrase, symbol, color or design that identifies the source of consumer goods or services. You don't have to register your trademark in your area, but you may want to register with the US Patent and Trademark Office. Trademark registration lasts for 10 years and you can renew it for an indefinite number of 10 year periods. A Trademark is valid as long as it is used in commerce and defended against infringement.

Copyright: copyright protection applies to original works of authorship in tangible form. Tangible means that it can't simply be in your head, it must be physically available to other people, like a book or a DVD. Copyright registration is not necessary, but it's a very good idea. Copyright notices and registration are inexpensive and good for the life of the creator plus 70 years after your death, or 95 years from the creator's publication or 120 years from creation of the work, whichever is shorter. You can register your copyright with the Register of Copyrights in Washington, D.C. online at www.copyright.gov

Examples of copyrighted material: a) Literary works b) Musical work c) Dramatic works d) Pantomimes and choreographic work e) Architectural works f) Pictorial, graphic and sculptural works g) Motion pictures and other audiovisual works h) Sound recordings i) Computer programs

For additional information regarding patents, trademarks and copyrights contact the United States Patent and Trademark Office (USPTO) at www.uspto.gov.

GOVERNMENT CONTRACTING:

Are you interested in doing business with state and local government agencies? Below is information for the Nevada Governor's Office of Economic Development as well as Clark County.

Nevada Governor's Office of Economic Development
555 E. Washington Ave.
Suite 5400
Las Vegas, NV. 89101
Web: www.diversifynevada.com/esb
Phone: (702) 486-2700

Below is a link to a one page flyer with additional information regarding the ESB program http://www.diversifynevada.com/documents/14GOED004_emerging_small_business_1sheeter_FINAL.pdf.

TO QUALIFY AS A LOCAL EMERGING SMALL BUSINESS, THE APPLICANT MUST:

- Submit a completed application to the Nevada Governor's Office of Economic Development;
- Be a Local Business;
- Be in existence, operational and operating for a profit;
- Maintain its principal place of business in Nevada;
- Be in compliance with all applicable licensing and registration requirements;
- Not be a subsidiary or parent company belonging to a group of firms that are owned or controlled by the same persons if, in aggregate, the group of firms does not qualify pursuant to program requirements;
- Be qualified as either a Tier 1 Local Emerging Small Business or a Tier 2 Local Emerging Small Business.

If you meet the criteria listed above and are interested in registering for the ESB program please follow this link: www.diversifynevada.com/esb

If you have questions about the ESB program, please email esbprogram@diversifynevada.com or call GOED at [775-687-9900](tel:775-687-9900) in Carson City or [702-486-2700](tel:702-486-2700) in Las Vegas.

Clark County Department of Finance
Purchasing & Contracts
500 S. Grand Central Pkwy.
Las Vegas, NV. 89155
Phone: (702) 455-0000
Web: <http://www.clarkcountynv.gov/depts/finance/purchasing/Pages/BusinessOpportunityandWorkforceDevelopmentBOWDProgram.aspx>

Clark County is committed to a business-friendly environment that promotes the development of local small businesses. They have developed a program called BOWD, short for Business Opportunity & Workforce Development.

Small business owners who sign up for the BOWD program receive professional guidance and support as they build capacity to compete for government contracts through a combination of classroom sessions,

mentoring, coaching and County relationship-building activities. Participating companies also gain access to skilled and unskilled labor required to help them complete new work.

To qualify a small firm must have a business license, offer goods or services the County would purchase and complete an assessment that determines whether the organization fits into the basic, intermediate or advanced level of BOWD's four-month curriculum. Participating firms attend weekly, bi-weekly or monthly classes, depending upon assigned curriculum levels.

BOWD is funded by the U.S. Department of Commerce Economic Development Administration (EDA), approved by the Clark County Commission and administered by Akers & Associates, Inc.

Small business owners who wish to apply for enrollment in the BOWD program can contact Akers & Associates, Inc. at 9702) 724-1500 or email: info@akersinc.com.

EXPORTING:

Are you interested in exporting your goods or services? If so please contact the Nevada Governor's Office of Economic Development and/or Nevada Industry Excellence.

Governor's Office of Economic Development

Southern Nevada

Nevada Governor's Office of Economic Development

555 E. Washington Ave.

Suite 5400

Las Vegas, NV. 89101

Phone: (702) 486-2700

Web: www.diversifynevada.com

Northern Nevada

Nevada Governor's Office of Economic Development

808 West Nye Lane

Carson City, NV. 89703

Phone: (775) 687-9900

Web: www.diversifynevada.com

Nevada Industry Excellence

Nevada Industry Excellence (Expotech program)

Multiple Locations

Web: http://www.nevadaie.com/nvie/index.php/services_and_solutions/growth_services/

Nevada Industry Excellence has a great exporting program called Expotech. For additional information please review the information below under Nevada Industry Excellence.

Expotech is the "how-to" program that helps your small- or medium-sized company enter or expand into global markets by assisting in the development of an international growth plan customized specifically for your business. Utilizing a team of export experts, Expotech helps your company move quickly beyond planning, into actual, profitable export sales.

- provides resources that help you rapidly move from planning to actual sales and payment
- teaches you international strategies and success factors based on real-world company research
- helps your team build a robust export plan in just three months
- connects you with reputable resources and expert consultations in your community

- accelerates your speed to market, actual leads and sales

If you're interested in learning more about ExporTech, contact your local Nevada Industry Excellence Project Manager or go to <http://www.nevadaie.com/nvie/index.php/contact%20us/> for more information.

This is not legal advice. If you are seeking legal advice you should contact an attorney.

CONTACT:

Carrie Foley - Program Officer II
State of Nevada, Department of Business & Industry, Director's Office
555 E. Washington Ave.
Suite 4900
Las Vegas, NV. 89101
Phone: (702) 486-2754
Twitter: @NVBizAdvocate
Web: www.business.nv.gov