



# Locating a Business in White Pine County, Nevada

## Basic Fees, Permits, and Licenses

---

The White Pine County Community and Economic Development Office, County Courthouse Annex, 957 Campton Street in Ely, 775-293-6592, fax-775-289-8860, e-mail: [wpcedc@mwpower.net](mailto:wpcedc@mwpower.net) is available to assist businesses to locate in our area. Please feel free to contact the C.E.D. office for assistance with any of the applications and contacts listed below, to research answers to specific questions that may not be addressed in the following outline, and to act as your liaison in the community.

### ESTABLISHING A BUSINESS IN WHITE PINE COUNTY

#### State of Nevada:

##### 1. Incorporation in the State of Nevada:

Office of the Secretary of State, Carson City, Nevada 775-684-5708

website - <http://sos.state.nv.us>

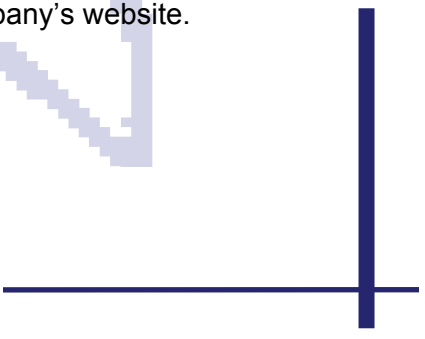
Instructions and sample form are attached.

Background information on the selection of the appropriate legal structure is available at the E.D.C. office. However, since there are many factors involved that can impact the corporation and applicant, it is strongly recommended that they contact an attorney or accountant (preferably someone who knows both Nevada law and their business and personal financial needs). If the applicant needs referral to local attorneys and accountants, they are listed in the County Profile.

##### 2. Nevada Business Registration:

The Nevada Business Registration acts as the application form for Nevada State Department of Taxation, Nevada Employment Security Department, and the Employers Insurance Company of Nevada.

White Pine County is served by the Department of Taxation, Elko office, 775-753-1115. Forms and instructions are available through the E.D.C. office and Ely City Hall. In addition to the basic form, there is a supplemental form for the Department of Taxation. The Employers Insurance Company of Nevada application forms are available at the E.D.C. office and in the company's website.



**3. Nevada Department of Taxation:**

The Nevada Business Registration and Supplemental Form are used to:

- 1) Issue the Sales Tax ID Number
- 2) Determine the security deposit needed for Sales Tax

The application must include a one-time \$15.00 application fee for the Sales Tax ID number, the \$100.00 annual State Business License fee, and a security deposit of a minimum of \$100.00 to secure up to \$500.00 in sales per month or the Average Monthly Taxable times the rate of 7.125 times three months. Larger deposits can be made as surety bonds. The applicant will need a Nevada Bonding Form which is available at the Department of Taxation. The state will accept surety bonds from out-of-state insurance agents as long as they are listed in the profile. Businesses must renew the state business license each year based on the month of the original license fee. The modified business (Payroll tax) is paid by any business required to pay unemployment contributions to the Nevada Department of Employment Security. Tax is based on seven (7) per cent of gross wages paid in the preceeding quarter less any costs for providing employer paid qualified health insurance. Both the Annual Business License and Modified Business Tax (Payroll Tax) and the state sales tax are administered through the Elko Department of Taxation Office.

Nevada Department of Taxation  
P. O. Box 1750  
Elko, NV 89803-1750  
(775) 753-1115

**4. Nevada Employment Security:**

Nevada Employment Security Department will get the information it needs from the Business Registration for unemployment compensation. No deposit is required. The state will provide the employer package and account number. The rates are based on the gross payroll per quarter and the business has until after their first quarter of operation to file the first report and fees.

**5. Industrial Insurance :**

The Industrial Insurance regulations apply to anyone with one or more employees and their requirements must be met before the business can become an employer. In addition to the Business Registration, the supplemental Industrial Insurance form must be filed. The business can report on either a monthly or quarterly basis. If the business reports on a monthly basis, the initial application must be accompanied with a deposit equal to two months' fees; if the business reports on a quarterly basis, the initial application must be accompanied with a deposit equal to four months' fees. The Employer's Insurance Co. needs to be contacted before the application is submitted to: 1) determine the rates for its employees and 2) to determine if the deposit should be made in cash, a surety bond, or a bank certificate of deposit.

Website: <http://www.employersinsco.com> -Industrial Insurance

Mail completed applications to:

Underwriting Services - Industrial Insurance  
New Business Unit  
9790 Gateway Drive, Suite 100  
Reno, NV 89511-5906

**6. Department of Health**

The Nevada State Department of Health regulates several business and industries which may include producing, distributing or selling food and beverages, provide public accommodations, and health spas, as well as tattoo parlors. An application, inspection and annual fee are required. White Pine County is served by the Office of Consumer Health, located at the Ely City Hall and the telephone number is 775-289-3325 or 775-687-4750

**7. State Licensing, OSHA, and Environmental Regulations:**

Certain industries and businesses may be regulated by licensing requirements through either state or local entities. State licensing requirements are outlined in the Nevada Revised Statutes. In almost all cases, the state's environmental regulations and OSHA requirements follow the federal guidelines. Information regarding specific licensing and permitting requirements is available through O.S.H.A. and the Division of Environmental Protection, Small Business Program 1-775-687-4670. In addition, the White Pine County Economic Diversification Program (775-289-3065) is available to help businesses research answers to specific questions on federal and state licensing, permits, and regulations.

**8. Gaming:**

Any business planning gaming activities must contact the State Gaming Commission and follow their licensing procedure. Telephone - 775-687-6500.

# **White Pine County**

## **City of Ely**

### **1. Business License:**

#### **White Pine County does not require a business license.**

A business license will be needed if business is to be conducted within the city limits of Ely.

#### **City of Ely:**

The City of Ely Business License can be approved at the discretion of the City Clerk, without Action by the City Council. By state law, the application requires the verification from Department of Taxation that the business has filed its Nevada Business Registration and submitted the appropriate sales tax deposit before the business license can be issued. In addition, the Department of Health, and Planning Commission must also certify that the business has complied with their requirements. If no Department of Health action is needed this simply involves a signature by the Health Department Representative. If the business falls under the jurisdiction of the Health Department, the application, inspection, and fee must be completed prior to the business license being issued. The Planning Commission sign off can be completed by the Building Inspector and does not require Commission action. The verification includes whether a home occupation permit or state contractor's license are required and if they are in place. Businesses needing either a contractor's license or home occupation permit need to allow time to secure them before the business license is issued.

### **2. Fictitious Firm Names:**

For the protection of the business owner, a Fictitious Firm Name Form should be filed at the White Pine County Clerk's office. The form requires a one time only \$20.00 fee. *A sample form is attached.*

### **3. Home Occupation Permit**

A Home Occupation Permit is needed if business is to be conducted out of your home (City or County). The form may be obtained from the Planning Commission(775-293-6547) and requires an annual \$75.00 fee and \$50.00 yearly renewal fee. The Regional Planning Commission must approve the Home Occupation Permit in their meeting, so the application needs to be made enough in advance to allow for the posting of an agenda for their next regular meeting. *A sample application is attached.*

#### **4. Liquor License:**

Any business that will need a liquor license must: **1)** apply for the Federal Tax Stamp to sell liquor, **2)** make application for approval by the White Pine County Sheriff's Office (775-289-8808), Public Safety Building, Ely, and **3)** submit the Liquor License application with approval from the Sheriff's Office to either the City of Ely or White Pine County depending on the jurisdiction. The Ely City Council or County Commission must approve the license in their meetings, so the application needs to be made enough in advance to be considered in their next regular meeting. The application process for the federal tax stamp is lengthy, so the business must allow sufficient time for federal and local approvals before it plans to go into operation. A 24 hour liquor license may be obtained with proper approval by the City Council or County Commission, depending on the jurisdiction. The cost is \$25.00 and applicants need to allow plenty of time for proper agenda posting.

#### **5. Special Events Business License:**

The cost for a Special Events Business License is \$10.00 and will need approval by the City Council. An agenda will need to be posted for a City Council meeting, therefore applicants will need to make sure application is made in plenty of time to allow for an agenda to be posted (usually 3 business days, **not** including the day of the Council meeting).

#### **BUSINESS LOCATION:**

##### **1. Zoning:**

The White Pine County Zoning Ordinance establishes zones, definitions, standards and procedures pertaining to the location of residential, business and industrial activity. The Regional Planning Commission, located at 957 Campton Street in Ely (775) 289-3065, administers the zoning ordinance. Conditional Use Permits must be approved by the City Council or County Commission, depending on the jurisdiction. Application will need to be made in plenty of time to allow for proper agenda posting.

##### **2. Property Acquisition:**

White Pine County's business community has four (4) real estate agencies, two title companies, three banks which offer residential and commercial loans, insurance companies, and attorneys to assist with the purchase of property. Property transactions are recorded with the White Pine County Recorders' Office, White Pine County Courthouse, in Ely, (775)-293-6507. Information regarding parcel maps and assessed value is available at the White Pine County Assessor's Office, 955 Campton Street, (775)-293-6542.

##### **3. Construction:**

All commercial construction requires use of a licensed contractor and must comply with the Uniform Building codes and all state requirements including Department of Health and the State Fire Marshall. Procedures for building permit applications, plan reviews, and inspections are available at City Hall. It is strongly recommended that the applicant schedule a time to meet with the Building Inspector (775-289-2430, ext. 215) to review the requirements as they pertain to his specific project before the building permit application is completed and before any construction work is done on the project.

#### **4. Utilities:**

Utilities are provided by the following:

##### **A. Water, Sewer, and Landfill**

###### **Water, Sewer, and Landfill, City of Ely**

Ely Utilities Board

Contact, City Engineer, (775)-289-2430, ext. 30 or Ely City Clerk, extension 23.

###### **Water and Sewer, Ruth and McGill**

McGill-Ruth Water and Sewer General Improvement District

Contact, Ron Pekuri, 775-235-7701

###### **Water and Sewer, Baker**

Baker Water and Sewer General Improvement District

Contact, Bill Coffman, Board Chairman-775-234-7306

**Septic Systems:** Contact Nevada Health Department, Chuck Stahl, 775-289-3325

**Wells:** Contact the Nevada State Department of Conservation and Natural Resources, Division of Water Resources, State Engineer, 775-687-4380.

##### **B. Electrical Power**

Mt. Wheeler Power, Inc.

Contact: Kevin Robison, 775-289-8981

**It is strongly recommended that the contact with Mt. Wheeler be made early in The project development.** This can help to avoid construction delays and may help to find the most economical approaches to providing power to the property.

##### **C. Telephone Service:**

A T & T - Nevada

Contact: Dial 877-469-2355-residential and commercial

It is recommended that an early contact be made with SBC so that the project does not experience delays because materials or staff time does not allow timely installation of telephone equipment.

**D. Propane, Heating Oil, and Coal** are available and vendors are listed in the E.D.C. profile.

# Certificate of Business: Fictitious Firm Name

Filing Fee of \$20.00

Please Select One:

- New Application
- Renewal Of Existing Fictitious Firm Name
- Add an individual Or Corporation

Please Print or Type

The undersigned do/does hereby certify that \_\_\_\_\_  
(Name of individual, corporation, or partnership)

with mailing address of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Street) (City) (State) (Zip)

is/are conducting business in \_\_\_\_\_, Nevada, under the fictitious  
name of \_\_\_\_\_ / \_\_\_\_\_  
(Fictitious Firm Name) or (Doing Business As) (Type of Business)

and that said firm is composed of the following person(s) whose name(s) and address(es) are  
as follows:

(1) \_\_\_\_\_  
Full Name and Title (Type of Print) Signature Date

\_\_\_\_\_ City, State, Zip  
Street Address of Business or Residence

\_\_\_\_\_ City, State, Zip  
Mailing Address, if different from above

(2) \_\_\_\_\_  
Full Name and Title (Type of Print) Signature Date

\_\_\_\_\_ City, State, Zip  
Street Address of Business or Residence

\_\_\_\_\_ City, State, Zip  
Mailing Address, if different from above

(3) \_\_\_\_\_  
Full Name and Title (Type of Print) Signature Date

\_\_\_\_\_ City, State, Zip  
Street Address of Business or Residence

\_\_\_\_\_ City, State, Zip  
Mailing Address, if different from above

(For additional names or execution of additional notary signatures, please attach a separate sheet)

Subscribed and sworn to before me this \_\_\_\_\_ Day of  
\_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

Certificate File Number : \_\_\_\_\_  
Mail to: W.P. County Clerk  
801 Clark St., #4  
Ely, Nevada 89301

**HOME OCCUPATION AGREEMENT  
WHITE PINE COUNTY  
995 Campton Street, Ely, NV 89301 (775) 293-6547**

Application Date \_\_\_\_\_ Fee: \$75.00 Paid Cash \_\_\_ Check \_\_\_ Check # \_\_\_\_\_

Applicant Name (please print) \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Business Name: \_\_\_\_\_

Type of Business \_\_\_\_\_ Physical Address: \_\_\_\_\_

**IN ORDER TO RECEIVE APPROVAL, THE APPLICANT MUST AGREE TO THE FOLLOWING REQUIREMENTS:**

1. There shall be no retail sales, except those produced on the premises, used in completion of the occupation. Applicant(s) must be legal owners and reside in the home or have permission to run a business.
2. There shall be no open storage of materials or waste associated with the business.
3. The Home Occupation shall generate no vehicular traffic measurable in excess of that normally associated with single family residential use.
4. No more that one (1) room or twenty percent (20%) of floor space of living area, whichever is greater, shall be used for the Home Occupation.
5. There may be a non-flashing sign, not to exceed two (2) square feet in area, indicating the Name and / or Home Occupation legally existing in the premises.
6. There shall be no objectionable noise, odor, dust, vibration, fumes, smoke or electrical interference with residential use in adjacent properties.
7. All Home Occupations will be reviewed if and when a complaint is filed with the Planning Commission.
8. All Home Occupations will be reviewed annually or if a complaint is filed with the Planning Commission. There is an annual renewal fee of \$50.00 to continue with the business.

**I AGREE TO COMPLY WITH THE ABOVE REQUIREMENTS. IF THERE ARE ANY VIOLATIONS, I UNDERSTAND MY BUSINESS LICENSE AND / OR HOME OCCUPATION PERMIT MAY BE REVOKED.**

Signature of Applicant \_\_\_\_\_

Date of meeting \_\_\_\_\_ Decision of the Planning Commission \_\_\_\_\_

Chairman \_\_\_\_\_