CITIZEN SELF-SERVICE (CSS) PORTAL USER GUIDE

FOLLOW THE DETAILED INSTRUCTIONS TO:

• APPLY FOR A NEW BUSINESS LICENSE

• RENEW YOUR 2019 TO 2020 BUSINESS LICENSE
THE FOLLOWING ITEMS MUST BE COMPLETED AND ACCOMPANY YOUR CARSON CITY LICENSE APPLICATION

BUSINESS LICENSE:

- Copy of State Business Registration Office of the Secretary of State
  
  A state of Nevada Business License is required prior to applying for your Carson City License
  
  202 Carson St., Carson City, NV 89701
  
  (775) 684-5708  www.nvsos.gov

- D-25 Form (Industrial Insurance Compliance/Workers Comp)

- Carson City Sheriff’s Responsible Party Information – Carson City Commercial Location Only

- Carson City Provisions Regulating Home Occupations - Carson City Home Based Only

- Copy of State of Nevada Specialty License - (If applicable)

- Business Information Form for the Assessor’s Office

- Fictitious Firm Name (DBA) Form - $25.00 Fee (If applicable)

- Application/Update Fee - $25.00

The approval process takes approximately 7 -10 business days assuming all the information necessary for processing is provided to our office by the applicant at time of submittal.

Fees required for a NEW Business License are as follows: (Renewal fees billed annually)

<table>
<thead>
<tr>
<th>Type of Business</th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Based</td>
<td>$63.85</td>
</tr>
<tr>
<td>Out of Town</td>
<td>$79.90</td>
</tr>
<tr>
<td>Hobby (Home Based – Income under $3500/year)</td>
<td>$26.60</td>
</tr>
<tr>
<td>Short-Term (60 days or less)</td>
<td>$22.70/day or $113.50/month</td>
</tr>
<tr>
<td>Independent Contractor - (Tattoo and Permanent Make-up – Additional one time fee $25.00)</td>
<td>$42.60</td>
</tr>
<tr>
<td>Contractor – Home Based or Out of Town</td>
<td>$78.75</td>
</tr>
<tr>
<td>Commercial Location – Base Fee (Plus Additional fees from table below)</td>
<td>$63.85</td>
</tr>
</tbody>
</table>

Additional Fees for Commercial Locations –

<table>
<thead>
<tr>
<th>Square Footage -</th>
<th>$ 13.00</th>
<th>$ 32.25</th>
<th>$ 64.70</th>
<th>$ 96.90</th>
<th>$129.45</th>
<th>$194.65</th>
<th>$259.20</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 1,999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2,000 – 2,999</td>
<td>$ 13.00</td>
<td>$ 32.25</td>
<td>$ 64.70</td>
<td>$ 96.90</td>
<td>$129.45</td>
<td>$194.65</td>
<td>$259.20</td>
</tr>
<tr>
<td>3,000 – 4,999</td>
<td>$ 13.00</td>
<td>$ 32.25</td>
<td>$ 64.70</td>
<td>$ 96.90</td>
<td>$129.45</td>
<td>$194.65</td>
<td>$259.20</td>
</tr>
<tr>
<td>5,000 – 7,499</td>
<td>$ 13.00</td>
<td>$ 32.25</td>
<td>$ 64.70</td>
<td>$ 96.90</td>
<td>$129.45</td>
<td>$194.65</td>
<td>$259.20</td>
</tr>
<tr>
<td>7,500 – 9,999</td>
<td>$ 13.00</td>
<td>$ 32.25</td>
<td>$ 64.70</td>
<td>$ 96.90</td>
<td>$129.45</td>
<td>$194.65</td>
<td>$259.20</td>
</tr>
<tr>
<td>10,000 – 24,999</td>
<td>$ 13.00</td>
<td>$ 32.25</td>
<td>$ 64.70</td>
<td>$ 96.90</td>
<td>$129.45</td>
<td>$194.65</td>
<td>$259.20</td>
</tr>
<tr>
<td>25,000 plus</td>
<td>$ 13.00</td>
<td>$ 32.25</td>
<td>$ 64.70</td>
<td>$ 96.90</td>
<td>$129.45</td>
<td>$194.65</td>
<td>$259.20</td>
</tr>
</tbody>
</table>

Business Licenses are prorated according to the month business is started:

<table>
<thead>
<tr>
<th>January</th>
<th>100%</th>
<th>May</th>
<th>67%</th>
<th>September</th>
<th>33%</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>92%</td>
<td>June</td>
<td>58%</td>
<td>October</td>
<td>25%</td>
</tr>
<tr>
<td>March</td>
<td>83%</td>
<td>July</td>
<td>50%</td>
<td>November</td>
<td>17%</td>
</tr>
<tr>
<td>April</td>
<td>75%</td>
<td>August</td>
<td>42%</td>
<td>December</td>
<td>8%</td>
</tr>
</tbody>
</table>
1. Visit PermitCenter.Carson.org and click on “Login or Register” link on the front of the page.

2. Click the “Register now” button to create a New Account.

3. Enter your email address into the “Email” field and click next.
   - The system will automatically send a confirmation to the email address you entered below. – check your inbox for an email titled “Citizen Self Service New User Account Confirmation”

4. Click the “Confirm” link from your email to continue with the new Account creation.

5. Continue the New Account creation process by filling out the form – enter your personal information, set up a password, and enter address information.
   Click “Submit” – you have now created a New Account!

6. My Dashboard – you can now login and access “My Dashboard” where you will be able to:
   - Apply for a new Business License
   - View/Pay your Invoices
   - Print your Business License
   - See when your license expires

   NEXT STEP: APPLY TO RENEW YOUR BUSINESS LICENSE
   Follow these step-by-step instructions. During the process it will ask questions regarding your renewal.
You must already possess a State of Nevada Business License from the Secretary of State, prior to submitting your business license application to Carson City, Nevada.

Continued...

1. When you are logged into your account; you will see your Dashboard. Click “Apply” at the top menu.
   - Click Business License, to apply/renew a Carson City Business License

2. Choose the appropriate Category for your business.
   If you are unsure which category to choose, please contact Business License division at 775-887-2105.
   - Commercial Location – Located in Carson City, Nevada
   - Contractor – Licensed by State of Nevada Contractors Board (in Carson City OR Out of Town)
   - Hobbies/Supplemental Income – max earning $3,500
   - Home Based Business – Located in Carson City. (not a Licensed Contractor OR Commercial Location)
   - Independent Contractor
   - Out of Town Business – Not located in Carson City, Nevada
   - Short Term Business – Short Term 60 days or less

3. Select your Company type from the drop down menu. This is how you are registered with the Secretary of State.
   - Limited Liability Company, Sole Proprietorship, Partnership, Corporation..Etc.
   - After you made your selection, click the + sign to continue
4. **Locations** | Enter both, the physical location and mailing address of your business. If they are the same, enter the address twice with the correct drop down option. *Physical Location cannot be a PO Box.*
   - Click the + sign to Search the address or Enter Manually.
   - Search Address: if your address is located in Carson City.
   Enter Manually; if the address is located outside Carson City.

5. After you enter the addresses, it will show both Location and Mailing address.

6. **Type** | Enter Business Details of your business on this step.
   - Company Name – This is your legal entity name. Exactly how it appears on your State of Nevada License, including middle names or middle initials.
   - Business Description, describe your business in detail for the Planning Department to review.
   - DBA – If you are doing Business under a name, other than the name on your State of Nevada License. A Fictitious Firm name form will need to be completed and a filing fee is due.
   - Industry Classification(s)
     - North American Industry Code Classification system to help you identify and categorize the types of industry(s) in which your business participates. This enables diverse State, regulatory and local governmental agencies to determine related requirements for your business in the one-stop shop.

7. **Contacts** | Select from the drop down, the type of contact you want to add.
   Choose “Enter Manually”
• The following items are required:
  First Name, Last Name, Company Name (LLC, Corp, Sole Proprietor), Email and Phone Number(s).
• Complete this contact step for any additional owners, officers or authorized signers.

If the business is a Corporation or Limited Liability Corporation the name(s) of its principal officer(s) is required. If the business is partnership, the full name of each partner is required.

8. **More Information** | Complete all items that *pertaining* to your business. *(some items may be left blank)*

• State of Nevada License Number – Provide your license number from your Secretary of State Business license.

• Nevada State Specialty License Number – If your business requires a secondary license, please enter these details. (Ex. Realtor License, Cosmetology License, Contractors License...etc.)

  • If you are renewing a 2019/2020 business license, please check yes from the drop down menu and enter your business license number in the box.

• Links – **ONLY REQUIRED FOR A NEW LICENSE, NOT FOR A RENEWAL.**
  The following forms are required documents to be completed and uploaded on the next step.

  • Fictitious Firm Name (if applicable) this form is required if you are doing business as a different name then your entity name.

9. **Signature** | Please type your name as consent to electronically sign this application.

![Signature field](image)

10. **Review and Submit** | Review your application, make any necessary adjustments. The following fees are an estimate and totals are subject to change. Additional fees may apply.

  **Due to the high volume of renewals, please allow up to 4 weeks to receive an email stating your invoice is ready to be paid. We have implemented an extended grace period, of 90 days without any penalties to your renewal amount.**

11. Once your Business License has been reviewed and approved by staff; you will return back to your dashboard to pay your invoice. Under the “My Invoices” tab, you will see your outstanding invoices for payment.
• Click “View My Invoice”

12. After you click “View my Invoice”
   • Check the Selection to the right, click “Add to Cart”
   • Your shopping cart will open to view your fees due, click “Check Out” to make your payment.
     • An option to pay by Credit Card or E-Check will appear.

13. After you have submitted, paid and the license has been approved.
   • You will log back into to your dashboard, click the “View my licenses” link at the bottom.

14. Your business details will appear, click your “Business License Number”

15. The full details of your business license will open.
   If the status of your license states; “Issued” utilize the top right printer button to print your Carson City Business License. A new window will pop-up with your active license.