Attached is the information for obtaining a Pahrump Handyman Business License. *Please follow the check list as I will need something from EACH section, unless it does NOT apply to your type of business, to process your application.*

Your Pahrump Business License will be processed 3 to 5 business days from receipt. If you have any additional questions, please feel free to contact me and I will be happy to assist you.

Thank You,

Town of Pahrump
(775) 727-5107
townoffice@pahrumpnv.org
www.pahrumpnv.org
Pahrump Business License Packet

Town of Pahrump ~ 2100 E. Walt Williams Dr., Suite #100 Pahrump, NV 89048 (775) 727-5107
Office Hours: Monday – Friday 8:00 AM-4:30 PM (Closed 12:00 PM – 1:00 PM for lunch)

Your Check List:

___ Pahrump License Application (Complete)
___ Employer Identification Number (Provide Number)
___ Nevada State Business License (Provide Copy)
___ Nevada Sales Tax (Provide Copy)
___ Affirmation of Compliance for Workers Compensation (Complete)
___ Nye County Fictitious Firm Name Form (DBA) (Provide Copy)
___ Pahrump Valley Fire Form (Complete w/ additional payment)
___ APPROVED Business License Review Online Application through Nye County Planning & Zoning

Business License Fees:
$150 Companies without a Pahrump Location
$100 Companies with more than 100 employees
$75 Corporation or LLC
$50 Sole Proprietor
$5 Non-profit Corporations

Contents/Directions:

• **Pahrump License Application**
  Complete the form; read and initial the 5 items. Sign the form in the presence of a Business License Technician or provide a notarized signature.

• **Employer Identification Number**
  If you have employees, you will need to apply for a Employer Identification Number. You can apply by telephone at 800-829-4933 or online at [www.irs.gov](http://www.irs.gov). Enter the EIN on the license application.

• **Nevada State Business License (also known as the Corporation Name)**
  Register with the Secretary of State, at North Las Vegas City Hall; 2250 Las Vegas Blvd. North, 1st floor Las Vegas, NV 89030 or online at [https://nvsos.gov](http://https://nvsos.gov). Return the printed registration confirmation, receipt and list of officers with the license application. For additional information please contact 702-486-2880.

• **Nevada Department of Taxation**
  You do not need to apply for sales tax if you are not reselling items. You can register with the Department of Taxation, at 555 East Washington Avenue, Ste 1300, Las Vegas, NV 89101 or online at [www.tax.nv.gov](http://www.tax.nv.gov). Return the printed registration confirmation and receipt with the license application. For additional information please contact 702-486-2300.

• **Affirmation of Compliance for Workers Compensation**
  This form must be completed even if you do not have employees. Complete the form and sign in the presence of a Business License Technician or provide a notarized signature.

• **Business Fictitious Firm Name Form**
  Do not file this form if the business name and corporate name are identical. Submit the completed form to Nye County Clerk's Office, Nye County Courthouse, 1520 E Basin Avenue, Pahrump, NV. Return the approved form with the license application.

• **Pahrump Valley Fire and Rescue**
  If your business is NOT located in Pahrump OR you are NOT going to have a physical location that customers can come to, DO NOT complete this form. All others complete the form and take it to the Town of Pahrump Office, do NOT take the form to the Fire Department. Please include a check for the required fees and make it payable to Town of Pahrump. Inspection will be done at a later date.

• **Business License Review Application for the Pahrump Regional Planning District (Online Submission)**
  If the business is NOT located in Pahrump do not complete this form. All others submit the online application at [https://nyecountynv.viewpointcloud.com](https://nyecountynv.viewpointcloud.com/). Once approved, submit your online confirmation of approval at the Town Office. Nye County Planning District; 250 NV-160, Pahrump, NV 89060

*Provide copies of any federal, state or county licenses, permits or registrations that apply. Provide a copy of Articles of Organization or Articles of Incorporation and list of officers*
## BUSINESS LICENSE APPLICATION

**Type of Business:** Circle One

- C=Contractor
- H=Handyman
- R=Retail
- E=Exempt
- S=Service
- W=Wholesale
- N=Non-Profit

**Type of Ownership:** Circle One

- S=Sole
- C=Corporation
- P=Partnership
- L=Limited Liability Co

### Business Information

- **Business Name:** __________________________
- **Telephone:** __________
- **Corporation:** _____________________________
- **FEIN:** __________

### Business Contact Person

- **Name:** __________________________
- **Telephone:** __________
- **Address:** ___________________________
- **City:** __________
- **State:** __________
- **Zip:** __________
- **SSN:** __________
- **ID:** __________

### Business Description:

Will any customers/clients or employees ever be present at your business location?

- Yes______ No______

### Special License/Registration Requirements:

Please include a copy or copies of Special Licenses

- **Agency:** ___________________________
- **License #:** __________
- **Expiration:** __________

### Authorized Representative: Circle one-OWNER---OFFICER---MEMBER/MANAGER---PARTNER

- **Name:** __________________________
- **Telephone:** __________
- **Address:** ___________________________
- **City:** __________
- **State:** __________
- **Zip:** __________

### Please read and initial each statement below

1. I understand that obtaining this Business License will not in itself exempt me, or my business from satisfying the requirements of the Pahrump Zoning and Conditional Use Permit Ordinance. __________

2. I have satisfied all the Nevada Revised Statutes, and obtained all the required permits and licenses for this type of business. Pending: __________________________________________________________________________________ __________

3. I have never been refused a business license or had a business license suspended or revoked in Nevada or in any other state. __________

4. I do not owe any license fees or penalties for any other business licenses issued to me. __________

5. I understand a Code Enforcement Officer or Licensing Officer may issue warnings, citations, cease and desist orders, and/or may assess penalties for non-compliance with Pahrump Town Ordinance #35. (Business License Ordinance) __________

I solemnly swear or affirm that statements in this application are true and correct. It is my responsibility to determine and comply with appropriate Federal, State, County and Town requirements. Misrepresenting or failing to reveal requested information may be cause to refuse or revoke my business license. I will comply with the business license ordinance and amendments adopted or enacted by the Town of Pahrump. My license is issued specifically to me and my business only. I will not transfer this license to any other person or business.

**Signature of Authorized Representative/Applicant**

________________________

**day of __________ 20______

**Notary Public or Business License Employee**

________________________

**day of __________ 20______

State of Nevada County of Nye
Handyman Packet

To apply for a Handyman License, you MUST complete this packet AND a Pahrump Business License Application.

Packet Instructions:
Please read & initial each of the 6 statements on the top of the form.
Read the paragraphs.
Print your name on the line provided.

Do not sign the form until you are in the presence of a Town Licensing Employee or you will have to have it notarized.

Detach the two information sheets and retain for your records.

**ATTENTION:**

The following trades **CANNOT** be done under the Handyman Classification:

1. **Plumbing** – a C-1 license is needed
2. **Electrical** - a C-2 license is needed
3. **Air Conditioning** a C-21 license is needed
4. **Heating** – a C-21 license is needed
5. **Fire Protection** – a C-41 license is needed

Updated October 23, 2019
Handyman Affidavit

Please initial each statement:

_____ 1. As a handyman, I understand I may only repair or maintain property the value of which is less than $1000 including labor and materials,

_____ 2. As a handyman, I understand I may only provide services to my customer that do not require a building permit.

_____ 3. As a handyman, I understand that I may not do any work of the type performed by a plumbing, electrical, refrigeration, heating or air-conditioning contractor or work that affects the health, safety and welfare of members of the general public.

_____ 4. I understand that if cited by the Nevada State Contractors’ Board, I am subject to fines and possible incarceration.

_____ 5. I have been provided a copy of “When Work Would Not Require A Nevada State Contractors Board License” and understand it.

_____ 6. I understand that I am not a licensed contractor and have been provided information on how to become a licensed contractor.

Nevada State Contractors’ Board Requirements of NRS 624.020

The Nevada State Contractors’ Board enforces the requirements of NRS 624.020, which states, “A contractor is any person, … who in any capacity other than as the employee of another with wages as the sole compensation, undertakes to, offers to undertake to, purports to have the capacity to undertake to, or submits a bid to, or does himself or by or through others, construct, alter, repair, add to, subtract from, improve, move, wreck or demolish any building, highway, road, railroad, excavation or other structure, project, development or improvement, or to do any part thereof, including the erection of scaffolding or other structures or works in connection therewith…”

Some Pahrump handymen have been prosecuted for contracting without a license. The Nevada State Contractors’ Board determined that even though they had offered their service by the hour while working for the homeowner, that their methods included contracting without a license. Consumer complaints are the leading cause for the Contractors’ Board involvement.

If you are contracting, you must be properly licensed by the Nevada State Contractors’ Board. The Contractors’ Board may assist you, if you do not understand the requirements. Please call 702 486-1100 or 775 688-1141 or visit their website at http://www.nscb.state.nv.us/, if you have specific questions. Your attorney may help you determine if you need a contractor’s license or if NRS 624.020 paragraph 2, specifically excludes you from the requirements.

If you are exempt from the Contractors’ Board jurisdiction, you may be licensed as a handyman. A copy of this letter will be placed in your business license file.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>-----------</td>
<td>------</td>
</tr>
</tbody>
</table>

Subscribed and Sworn to me on this

_______ day of _____________________, 20___

________________________________________
Print Business Name

Town Licensing Employee or Notary Public
When Work Would Not Require
A Nevada State Contractors Board License

Senate Bill No. 279, Effective May 31, 2007

Section 1. NRS 624.031 is hereby amended to read as follows: 624.031 The provisions of this chapter do not apply to:

1. Work performed exclusively by an authorized representative of the United States Government, the State of Nevada, or an incorporated city, county, irrigation district, reclamation district, or other municipal or political corporation or subdivision of this State.
2. An officer of a court when acting within the scope of his office.
3. Work performed exclusively by a public utility operating pursuant to the regulations of the Public Utilities Commission of Nevada on construction, maintenance and development work incidental to its business.
4. An owner of property who is building or improving a residential structure on the property for his own occupancy and not intended for sale or lease. The sale or lease, or the offering for sale or lease, of the newly built structure within 1 year after its completion creates a rebuttable presumption for the purposes of this section that the building of the structure was performed with the intent to sell or lease that structure. An owner of property who requests an exemption pursuant to this subsection must apply to the Board for the exemption. The Board shall adopt regulations setting forth the requirements for granting the exemption.
5. Any work to repair or maintain property the value of which is less than $1,000 including labor and materials, UNLESS:
   (a) A building permit is required to perform the work;
   (b) The work is of a type performed by a plumbing, electrical, refrigeration, heating or air-conditioning contractor;
   (c) The work is of a type performed by a contractor licensed in a classification prescribed by the Board that significantly affects the health, safety and welfare of members of the general public;
   (d) The work is performed as a part of a larger project:
      (1) The value of which is $500 or more; or
      (2) For which contracts of less than $500 have been awarded to evade the provisions of this chapter; or
   (e) The work is performed by a person who is licensed pursuant to this chapter or by an employee of that person.
6. The sale or installation of any finished product, material or article of merchandise which is not fabricated into and does not become a permanent fixed part of the structure.
7. The construction, alteration, improvement or repair of personal property.
8. The construction, alteration, improvement or repair financed in whole or in part by the Federal Government and conducted within the limits and boundaries of a site or reservation, the title of which rests in the Federal Government.
9. An owner of property, the primary use of which is as an agricultural or farming enterprise, building or improving a structure on the property for his use or occupancy and not intended for sale or lease.
Nevada State Contractors Board Advisory Opinion!

Attention! Landscape Maintenance Companies!

The following existing landscape maintenance would not require a Nevada State Contractors Board License:

• Mowing of lawns
• Edging of lawns
• Clean up and hauling of debris
• Edging of lawns and shrubs
• Removal and trimming of trees and shrubs
• Replacement of sprinkler heads
• Rototilling of garden areas
• Thatching of lawns

that unscrew and risers that are threaded

* For more information contact the Board at:
(702) 486-1100 or (775) 688-1141
www.nscb.state.nv.us

El anuncio de este aviso general está basado en información limitada. Se debe anotar que bajo esta regla NRS 624.035 pueden haber restricciones más estrictas, determinadas por la ciudad o el condado que tiene la jurisdicción.

Centro de Contratistas del Estado de Nevada Aviso en General!

Atención Compañías de Mantenimiento de Jardines!

Estos trabajos se puede hacer en jardines que ya exciten “que no es construcción nueva”

El siguiente trabajo se puede hacer sin licencia de contratista:

• Recorte de pasto y las orillas
• Limpieza de jardines y deshacerse de la basura
• Remplazo de las cabezas de sistemas de irrigación que son de rosca
• Remover y recortar arboles y plantas
• Labrar la tierra

* Para más información llame al centro de contratistas:
(702) 486-1100 or (775) 688-1141
www.nscb.state.nv.us
STATE OF NEVADA, DIVISION OF INDUSTRIAL RELATIONS

AFFIRMATION OF COMPLIANCE

WITH MANDATORY INDUSTRIAL INSURANCE REQUIREMENTS

(Instructions with Definitions are located on reverse side)

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Type of Business</th>
<th>Business Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Address</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Name of Principal Owner</td>
<td>Principal Owner’s Telephone No.</td>
<td></td>
</tr>
<tr>
<td>Principal Owner's Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

Identified as: (Select one option only)

( ) That the above identified business has obtained industrial workers' compensation insurance as required by Chapter 616A to D, inclusive, of the Nevada Revised Statutes (NRS):

<table>
<thead>
<tr>
<th>Effective Date of Coverage</th>
<th>Account Number</th>
</tr>
</thead>
</table>

( ) That the above identified business is not subject to the provisions of Chapter 616A to D, inclusive, of the Nevada Revised Statutes, due to a statutory exemption or as a business which has no employees nor hires any independent contractor or subcontractor.

( ) That the above identified business has a valid certificate of self-insurance pursuant to Chapter 616A to D, inclusive, of Nevada Revised Statutes.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Certificate Number</th>
</tr>
</thead>
</table>

I declare that I have the authority to act on behalf of the above described business, and am applying for a license to operate said business as a(n): ( ) Individual ( ) Sole Proprietor ( ) Partnership ( ) LLC/Corporation

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Applicant's Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant's Residence Address</td>
<td>City</td>
</tr>
</tbody>
</table>

I do hereby affirm that the above information is true and correct.

DATED this ________ day of __________, 20________

Signature of Applicant (To be signed in the presence of the business license office employee) 

Applicant's Title

Witness Signature: (Business License Office Employee) 

Name of City or County

If unable to sign this document in the presence of a Business License Employee, the Applicant's signature must be notarized.

SUBSCRIBED and SWORN to before me on this ______ day of ______________________, 20________

______________________________

NOTARY PUBLIC

State of Nevada, County of Nye

D-25(1) (rev. 3/01)
INSTRUCTIONS

The provisions of Chapter 616A to D, inclusive, of the Nevada Revised Statutes require every person, firm, voluntary association, and private corporation, including any public service corporation, which has any person, subcontractor, or independent contractor, under contract of hire, to obtain industrial insurance coverage in Nevada or obtain a certificate of self-insurance from the Nevada Commissioner of Insurance. **Subcontractors and independent contractors engaged in the same trade, business, profession or occupation as the hiring person or business, are by law considered to be employees.** One exception to the requirement for industrial insurance is if you or your business hires no employees, subcontractors or independent contractors. You are not required to obtain industrial insurance coverage for the following employees: theatrical or stage performers; casual musicians; household domestics, farm, dairy, agricultural or horticultural laborers, or persons engaged in stock or poultry raising; voluntary ski patrolman; real estate brokers and/or salesmen; direct sellers; or clergy. Businesses which elect to obtain industrial insurance coverage for such persons, gain valuable rights and significantly reduce liabilities for injuries to these persons. **A business which hires persons who are exempt from the provisions of Chapter 616A to 617, inclusive, of the Nevada Revised Statutes may be held liable in tort for injuries to those persons.** A business which hires exempt persons may elect to obtain industrial insurance, including sole proprietor coverage and partnerships.

**IMPORTANT NOTICE:** Pursuant to the provisions of NRS 616D.200(1): Any employer within the provisions of NRS 616B.633 who fails to provide, secure or maintain compensation as required by the terms of this chapter, is: (a) for the first offense, guilty of a **misdemeanor** and (b) for a second or subsequent offense committed within 7 years after the previous offense, guilty of a **category D felony**.

Definitions for Purposes of this Affirmation:

"Applicant" is the person executing this document.

"Business Name" is the name under which the business will operate, including the identification of any other names under which the entity will do business.

"Corporation" is a business which is incorporated in the state of Nevada or in any other state, and which is recognized as an active corporation by the Secretary of State for the State of Nevada.

"Type of Business" means the nature of business . . .

"Individual" is a person who operates a business which hires no employees, subcontractors or independent contractors.

"Partnership" is a business which is owned and operated by two or more individuals who share ownership rights to the net profits of the business and who share in all the liabilities of that business. A limited partnership is included in the term partnership if the limited partners are investors only, and do not perform services for the business.

"Principal Owner" is the owner, sole operator, designated general partner, or resident agent for the corporation.

"Sole proprietor" is a self-employed owner of an unincorporated business and includes working partners and members of working associations which may or may not hire employees.
CERTIFICATE OF BUSINESS - FICTITIOUS FIRM NAME

THIS FICTITIOUS FIRM NAME WILL EXPIRE IN 5 YEARS FROM DATE FILED

Certificate filed on ____________, 20__ Expiry on ____________, 20__

New Application
Renewal of Existing Fictitious Firm Name
Address Change (No Filing Fee)
Name Change – Proof of Legal Name Change Required (No Filing Fee)
Original Name ____________________________

STATE OF NEVADA, County of Nye

I, __________________________________, Notary Public in and for the said County and State, residing therein, duly sworn, personally appeared ______________________________________ known to me to be the person(s) whose name(s) subscribed to the within instrument, and acknowledged to me that he/they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this Certificate first above written.

Sworn before me on this ______ day of ________________ , 20__

Notary Public
State of ____________ County of ____________
**BUSINESS NAME:** _____________________________________________________________

**OWNER NAME:** ______________________________________________________________

**PHYSICAL ADDRESS:** _________________________________________________________

**MAILING ADDRESS:** _________________________________________________________

**BUSINESS PHONE:** __________________________ **ALTERNATE PHONE:** __________________

**EMAIL ADDRESS:**  _________________________________________________________

**CONTACT PERSON:** __________________________ **PHONE:** _______________________

**CONTACT PERSON’S EMAIL:** _________________________________________________

**TYPE OF BUSINESS:** ________________________________________________________

**MOVE IN DATE:** ______________________ **OPENING DATE:** ___________________________

**BUSINESS HOURS:** _____________________________________________________________

**LICENSED AS HEALTH CARE:** __________ **LIQUOR LICENSE REQUIRED:** ___________________

**HOME BASED BUSINESS:** _______________      **# OF EMPLOYEES:** ________________________

**LIST CHEMICALS STORED & QUANTITY ____________________________________________**

---

**DO NOT RETURN TO FIRE DEPARTMENT.**

**PLEASE RETURN TO:** TOWN OF PAHRUMP 2100 E. Walt Williams Dr #100 Pahrump, NV 89048.

**MAKE CHECKS PAYABLE TO TOWN OF PAHRUMP**

**FEES:**

- $50.00 Certificate of Occupancy (initial fee for new business or change of ownership)
- $50.00 Life Safety Inspection (annually after initial inspection)
- $50.00 Hazardous Materials (annually, if applicable)
- $10.00 Temporary Permit (covers special events)
- $50.00 Re-inspections (determined by Inspector)

**DATE** | **INITIALS** | **COMPLETED**
---|---|---

**APP SUBMITTED**

**FEE PAID**

**CASH**

**CHECK**

**CREDIT CARD**

**Inspection fee covers the Initial Inspection and one (1) Follow-Up Inspection, if needed. Re-Inspections are subject to additional fees.**

---

**DO NOT WRITE BELOW THIS LINE FOR INSPECTORS USE ONLY**

1st Inspection _______________ Y / N  2ndInspection _______________ Y / N

Occupancy _______________ Y / N

Certificate # __________________________

Line Safety _______________ Y / N

No. __________________________
Business License Review Online Application, from the Nye County Planning Department.

!PROCESS CAN TAKE UP TO 3 - 5 BUSINESS DAYS!

*Please visit https://nyecountynv.viewpointcloud.com/ and submit your online Business License Review application for approval.

The approval process takes (3-5 business days). Once this application has been approved, please submit your online confirmation to the Town of Pahrump office, with all the other requested documents, to obtain your Pahrump Business License.
Accessing Citizen Service Portal to process Online Applications

Go to nyecounty.net
Department >
Planning Department >
Application Submittals >

Nye County Applications Link

For information on the portal, you can explore the Help, Links, Guides & other Information Link

Or

You can select the Portal Link, https://nyecountynv.viewpointcloud.com/, and select one of the following, Planning, Public Works or Building and Safety links to move forward onto the application process.

**Note:** Attachments need to be in PDF Format. All areas and attachments need to be completed to move forward in the application process.