



Washoe County Business License Renewals



Business licenses are good for one year. Each year, approximately one month before your license expires, the business license office will send you a renewal form. Simply review your license information, making changes as necessary, record your previous year's gross receipts and total due based on the fee table, sign and date the form and return it with your payment by the end of the month. Be sure to keep the bottom portion of the form for your records. An envelope is included for you to pay by mail, or you may pay in person at either of our two locations, 1001 E. 9th Street in Reno or 865 Tahoe Blvd in Incline Village. You can view a sample renewal form below.

WASHOE COUNTY BUSINESS LICENSE

1001 E. 9th St. • PO Box 11130 • Reno, Nevada 89520-0027
(775) 328-3733 • FAX: (775) 328-6133

BUSINESS LICENSE RENEWAL NOTICE

Please verify your business information and make any necessary corrections:

License No.: XXXXXX XXXXXXXX

Type: GENERAL BUSINESS LICENSE
Subtype: XXXX

For: XXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXX

Business Phone:

For the business located at: XXXX XXXXXXXXXX XX

Your current license expires on XX/XX/XX. Your payment must be received in our office before XX/XX/XX.

Your new license period will be from XX/XX/XX to XX/XX/XX.

Your business license fee is determined by the amount of annual gross receipts. "Gross Receipts" means the total sum of receipts for all business conducted in the unincorporated areas of Washoe County, without any deduction therefrom on account of the cost of the property sold, the cost of materials used, labor or service costs, place of delivery of the property sold, interest paid or payable, losses or other expenses whatsoever. "Gross Receipts" does not include liquor sales, receipts from the operation of gambling games or devices, motor vehicle fuel, taxes required by law to be included in the purchase price, any cash discounts allowed on sales, or the part of the sales price of any property previously sold and returned by the purchases to the seller, which part is refunded by the seller by way of cash or credit allowances.

Please note: If this renewal is for a massage permit (the subtype at the top of this notice is "MSGP"), then you will pay a flat fee of \$29.00. This is ONLY for massage permits. Also, do not forget to send your continuing education certificates with this notice.

General businesses with Annual Gross Receipts of:

\$ 50,000.00 or less	pay \$ 60.00	\$ 500,001.00 to \$1,000,000.00	pay \$300.00
\$ 50,001.00 to \$200,000.00	pay \$100.00	\$1,000,001.00 and over	pay \$500.00
\$200,001.00 to \$500,000.00	pay \$200.00		

The time period for the calculations is either the previous calendar year or fiscal year, whichever is best for you.

\$ _____
Annual Gross Receipts

Total Due: \$ _____

Date: _____

Signature of Owner or Representative

Please make your checks payable to: Washoe County Business Licenses.

I am no longer in business. Please cancel my license.

RETAIN THIS STUB FOR YOUR RECORDS

Washoe County Business Licenses
PO Box 11130 • Reno, Nevada • 89520-0027

License No.: XXXXXX XXXXXXXX
For: XXXXXXXXXXXXXXXXXXXXXXXX

The new license period from XX/XX/XX to XX/XX/XX
Business Location: XXXX XXXXXXXXXX XX

Amount Paid: \$ _____

Check No.: _____

Date paid: _____