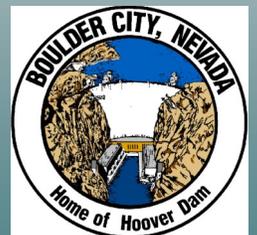
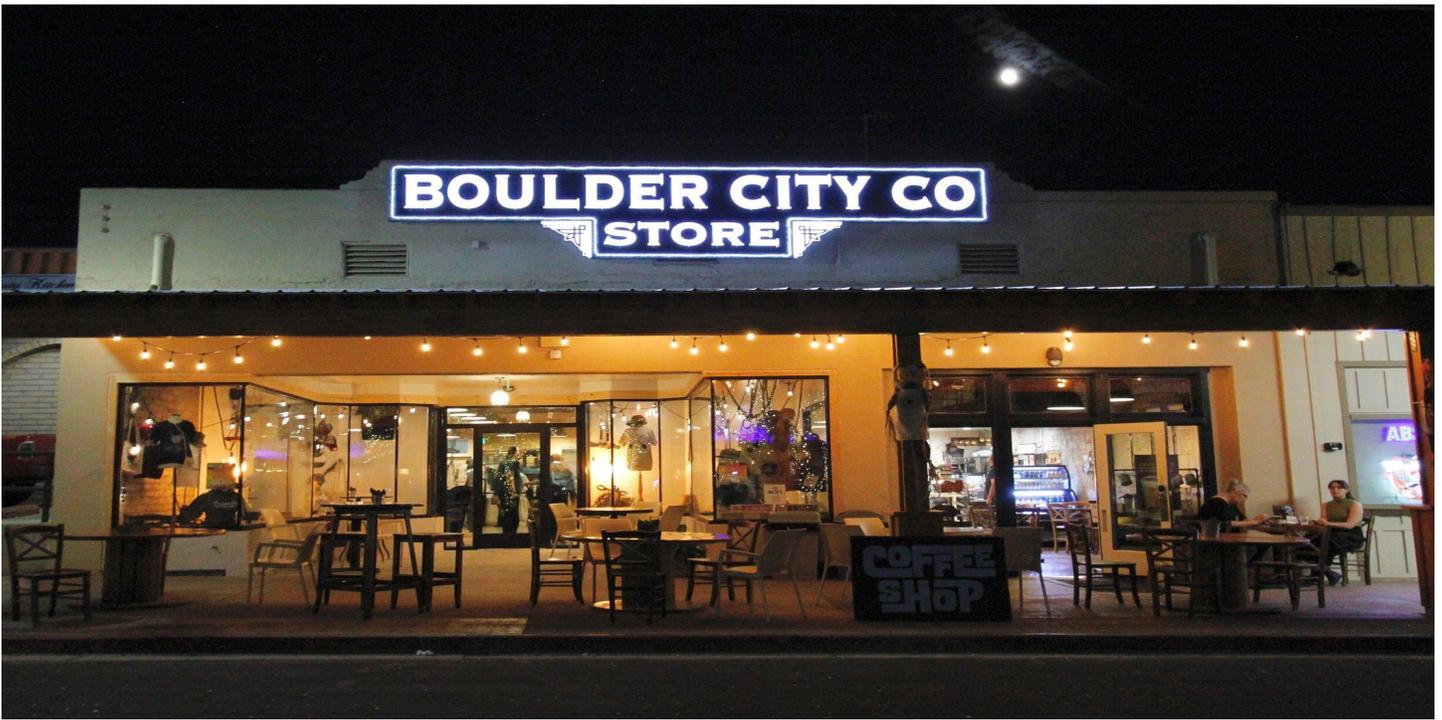


Small Business Resource Guide



Boulder City, Nevada





OPEN FOR BUSINESS

The entrepreneurial spirit in Boulder City has a strong legacy. Local businesses were created in the 1930's to support the nearby construction of the Hoover Dam. That spirit remains with us today as small businesses are a key part of our local economy and take advantage of emerging industries.

The purpose of this guide is to get you started down your entrepreneurial path. There are many resources out there, both state and regional to help you with your endeavor. Use this guide as a primer and don't hesitate to reach out to the city's **Economic Development Coordinator, Raffi Festekjian** at rfestekjian@bcnv.org or **702-293-9393** with any questions.

Major Things to Consider

Business Plan:

When considering starting a business, it is advisable to first create a business plan. A business plan helps you organize and manage your business. It will help clarify your goals, help you foresee any problems in the future and see if your idea will be profitable in the long run. Keep in mind, that in some cases, a business plan may be required to sign a lease.

One key component of your business plan is to conduct market research. Market research is the process of gaining information about your target market. Having a deep understanding of your customers is imperative so that you recognize the key factors that influence their buying decisions.

Business Structure:

One of the most critical decisions you can make in regards to taxes is the type of legal structure you select for your company. This decision will have an impact on how much taxes you will pay and the personal liability you face.

There are many different types of business structures such as; sole proprietorship, a partnership limited liability company (LLC), limited liability partnership (LLP) or corporation. There are different legal and tax implications with each structure, so chose the structure that most closely matches your business's needs. We recommend you talk with an attorney and a CPA to ensure you understand the legal and financial implications.

- Prepare Business Plan
- Conduct Market Research

DID YOU KNOW?

The U.S. Small Business Administration (SBA) provides a list of market research resources to help guide you with your competitive analysis research needs, such as demographics, consumer statistics, economic indicators, etc.

www.sba.gov

Register your business structure at SilverFlume, Nevada's online business portal to handle all your licensing/registration needs, is provided by the Secretary of State.

www.nvsilverflume.gov

Major Things to Consider

Choosing a Name:

Choosing a name for your business is important, so it's best to take your time and to do it right the first time. A good name is memorable and should give your audience an idea of what your business does. Most people won't remember a bad name and a confusing one might cause you to spend more advertising dollars as you might have to clarify what your business actually does.

Choosing a Location:

Depending on the type of operation, location can be key. For light-industrial, street visibility might not be as important as it is to a retail establishment. For a retail business, you will want to consider local demographics, traffic counts, foot traffic (as that can vary by location) and proximity to your competitors. You also need to consider how accessible the facility will be to customers and suppliers. Examine the buildings and infrastructure, as some historic buildings might not support the high-tech needs of your operation. Finally, determine truly how much space you will need as rent is determined by square feet.

Before you commit and take that step to officially sign a lease, make sure the unit is zoned for the correct use. Please reach out to the City Planner within the Community Development Department to ensure prospering zoning at 702-293-9262 or at sdanielewicz@bcnv.org.

Financial:

It is highly recommended that you open business banking and/or credit card accounts. This is critical for personal asset protection. You don't want to mix your personal and business accounts. If they are mixed, your home and personal assets can be at risk if your business is sued. A credit card is a great way to start building your business's credit history.

- Check business name availability

DID YOU KNOW?

Several sites that can help you brainstorm names, including:

- www.VisualThesaurus.com
(gives you a visual around a keyword)
- www.Naminum.com
(allows you to generate names based on a theme)

- Choose a location

You can go to Clark County GISMO and find out zoning, ownership information.

www.clarkcountynv.gov/gis

You will need an accounting system that tracks your business's performance. Software such as QuickBooks lets you download your bank and credit card transactions, streamlining it and making it easy to keep a record of things.

Major Things to Consider

Employer Identification Number:

If you are hiring employees, you will need to apply for an Employer Identification Number (EIN) also known as a Federal Tax ID number from the IRS. This is used to identify your business and allows you to hire employees.

Fictitious Business Name:

The business name that you choose needs to be registered to protect you. Registering your Fictitious Business Name is the process of notifying not only the community but the state of Nevada that you are doing business as a name other than your personal name or the legal name of your corporation or partnership.

You can check if the name you want is available online at the Clark County Clerk's site (Records Search System, [link](#)). Once you have identified a name, you will have to fill out and notarize the *Certificate of Business: Fictitious Firm Name* document and mail it to the County Clerk's Office or visit in person. Clark County Code 7.24 requires that fictitious firm names be renewed five years from the date of filing.

- Apply for Employer Identification Number
- Apply for Fictitious Business Name

DID YOU KNOW?

To apply for an EIN visit:

www.irs.gov/businesses

Nearest location to turn in Fictitious Certificate of Business:

Clark County Clerk
Henderson Office:
240 S. Water Street
Henderson, NV 89015

Boulder City Regulations

Business License:

You must apply for a Business License if you choose to conduct business in Boulder City. The Utilities Department located downstairs in City Hall issues Business Licenses. There is an annual fee charged to businesses operating in the City of Boulder City.

The approval takes up to 10 city business days from the time you turn in your packet. Three levels of approvals are needed:

- City Planner (zoning)
- Building Official (onsite inspection)
- Fire & Safety (onsite inspection)

According to the Nevada Department of Business & Industry, depending on the type of business you plan to operate, you may need other licenses or permits in addition to your Boulder City business license ([link](#)). These other licenses or permits typically fall into one of three categories; Professional, Environmental or Public Health.

For example, certain professions require a license from a special board before you can do business in Nevada. Some businesses require environmental permits to address air, water or hazards related to the business operation. Other activities may require public health licenses or permits to ensure public safety. A health permit is required if you plan on selling food at your establishment. Please visit Southern Nevada Health District (SNHD) website ([link](#)), as they oversee food establishment regulations and permits can be downloaded from the site.

- Apply for Business License
- Other specific licenses

DID YOU KNOW?

Boulder City Business License:

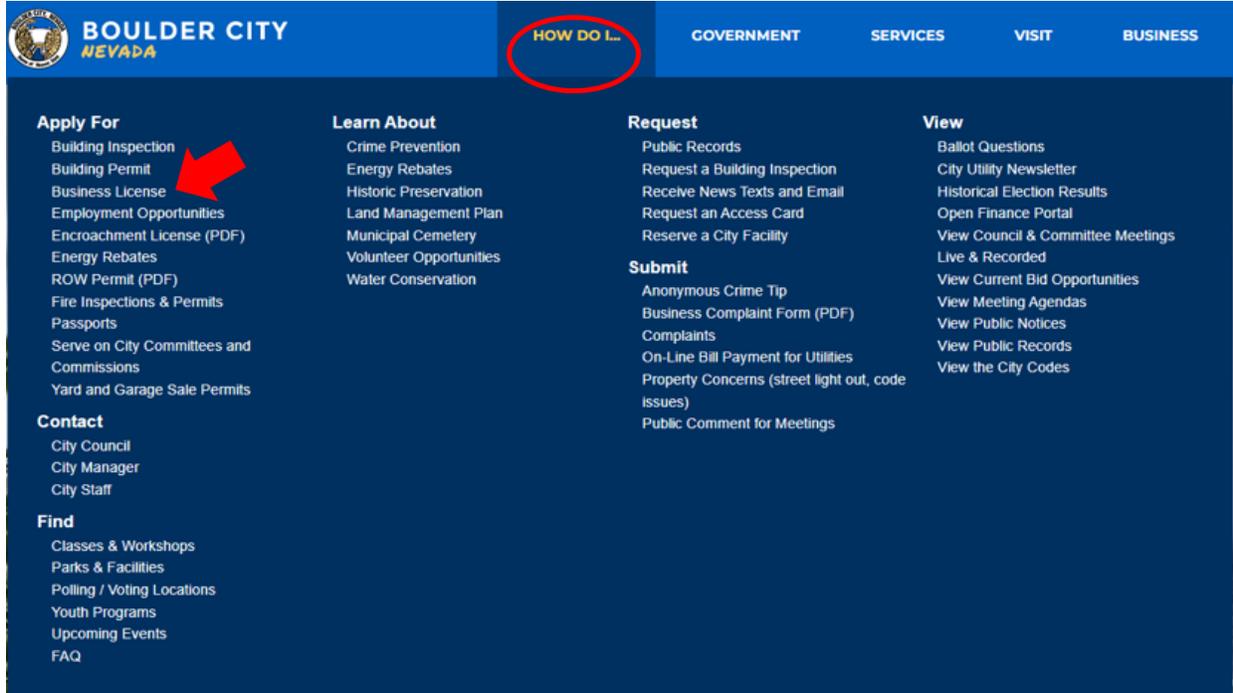
<http://www.bcnv.org/DocumentCenter/View/4368/Business-License-application-PDF>

Applicant must also contact the Fire Department to schedule an inspection before opening by calling 702-293-9228.

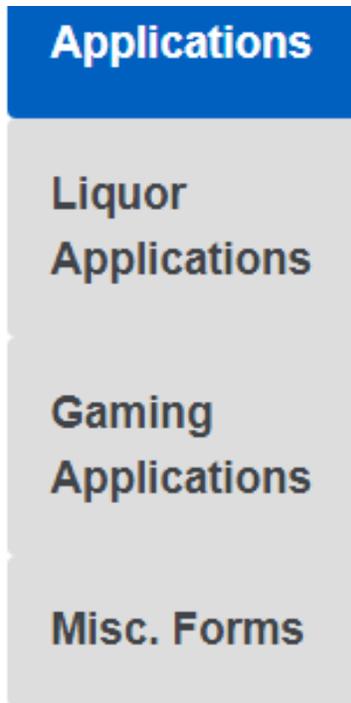
Boulder City Regulations

How to Apply for a Boulder City Business License:

To apply for a Boulder City business license, please visit www.bcnv.org. Within the “How Do I” tab at the top of the page, click “Apply for a Business License” as shown below:



Fill out the necessary applications below:



- [Business License Change \(PDF\)](#)
- [Solicitors and canvassers application \(PDF\)](#)
- [Special Category application \(PDF\)](#)
- [Secondhand Dealer Business License application](#)
- [Special Event \(PDF\)](#)

Submit applications to the Business Licensing office directly or email at licensing@bcnv.org

Boulder City Regulations

Seller's Permit:

You are required to have a seller's permit (reseller certificate) in order to sell taxable goods in Nevada. The seller must register with the State of Nevada Department of Taxation and post a permit at each business location.

Tenant Improvements:

Once you have established a physical location for your business, a building permit may be required if you are planning to make changes other than cosmetic improvements. Building permits are required for changes you plan to make to the building or space you are occupying. Community Development department reviews plans to ensure all codes and standards are followed, issues permits and performs inspections to ensure compliance with plans.

RDA Grant Program:

The City of Boulder City offers a Redevelopment Agency Program (NRS 279) to help businesses and property owners reinvest in their property.

- Storefront Improvement Grant: (30% reimbursement up to \$99,900) of the total eligible project costs.
- Historic Preservation Grant: (50% reimbursement up to \$99,900) of the total eligible project costs..
- Signage Grant Program: (50% reimbursement up to \$99,900) of the total eligible project costs.

[Link](#) to all RDA programs

The programs have certain requirements property owners must meet to apply, so contact the **Economic Development Coordinator at 702-293-9393.**

- Apply for Seller's Permit
- Research permitting needs for tenant improvements
- Reimbursement RDA Grants are available

DID YOU KNOW?

You can download Seller's Permit here:

<https://taxpermitsearch.nv.gov/>

You can find out exactly what requires a permit by clicking on this [link](#).

RESOURCES

Boulder City Chamber of Commerce:

The Chamber's mission is to promote business and commerce for the Boulder City area through leadership in economic, political, and social development. The majority of Chamber work focuses on attracting visitors to Boulder City and encouraging them to patronize local businesses, services and attractions offered by its members.

Boulder City Chamber of Commerce

465 Nevada Way

Boulder City, NV 89005

Phone: 702-293-2034

Web: www.bouldercitychamber.com

Nevada Small Business Development Center (SBDC):

Nevada SBDC guides and assists Nevadans looking to start and grow businesses, with objectives to increase business starts, create and retain jobs, and increase access to capital. One-on-one counseling services are free and confidential. Nevada SBDC also offers and coordinates a wide range of workshops and courses in collaboration with public and private entities.

SBDC (Henderson)

280 Water Street

Henderson, NV 89009

Phone: 702-267-1657

Web: www.nevadasbdc.org

SCORE:

For over 50 years, SCORE has served as America's premier source of free business mentoring and education. They can assist in writing a business plan, marketing, exporting, e-commerce, and strategic planning.

SCORE (Henderson)

112 Water Street

Henderson, NV 89015

Phone: 702-388-6104

Web: www.score.org

RESOURCES

State of Nevada Department of Business & Industry:

The Department of Business and Industry is a cabinet level agency in Nevada state government. Their objective is to encourage and promote the development and growth of business and to ensure the legal operation of business in order to protect consumers by maintaining a fair and competitive regulatory environment.

Department of Business & Industry (Las Vegas)

3300 W. Sahara Ave. Suite 425
Las Vegas, NV 89102
Phone: 702-486-2750
Web: www.business.nv.gov

U.S. Small Business Administration (SBA):

Created in 1953, the U.S. Small Business Administration continues to help small business owners and entrepreneurs pursue the American dream. The SBA is the only cabinet-level federal agency fully dedicated to small business and provides counseling, capital and contracting expertise.

SBA (Pacific Region)

330 N. Brand Blvd. Suite 1200
Glendale, CA 91203
Phone: 818-552-3437
Web: www.sba.gov

Workforce Connection's One-Stop Career Center:

A One-Stop Career Center that provides a wide array of employment services and connects jobseekers to work-related training and education. Businesses can find skilled workers and access other supports, including education and training for their current workforce.

One-Stop Career Center (Boulder City Library)

701 Adams Blvd.
Boulder City, NV 89005
Phone: 702-841-6435
Web: www.nvcareercenter.org

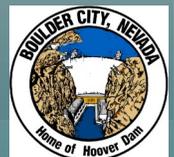


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Questions?

Contact: Raffi Festekjian, Economic Development Coordinator

702-293-9393 / rfestekjian@bcnv.org





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