

# Business Licensing Guide

## Medical Marijuana Establishments



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Business License Division

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## Introduction

The Business License Division assists the public by ensuring businesses operating within Reno are properly licensed and are compliant with all applicable codes, regulations and health, safety and zoning requirements. This process includes coordinating license application review and approvals from all appropriate agencies which may include, but is not limited to, building, planning, fire, police, environmental control, city council and relevant district, county and state agencies. Through our *Business First Program*, we accept appointments to allow business owners the ability to meet face-to-face with essential resources to facilitate the business licensing process. All City of Reno business license applications and forms are available in our office, online or via email by request. Contact our office for additional information.

The Medical Marijuana Establishment (MME) licensing guidelines are designed to assist individuals desiring to operate an MME in the City of Reno to obtain proper licensure. All applicants must first obtain a provisional registration certificate from the Nevada State Division of Public and Behavioral Health before the City can accept any MME business license application. The City separately licenses the four types of MMEs (Dispensary, Cultivation Facility, Testing Laboratory and Production Facility). Each type requires a separate provisional registration certificate and separate completed business license application.

The City will evaluate whether to grant any proposed MME business license pursuant to Reno Municipal Code (RMC) Title 4 and Title 5 after the applicant has provided all documents required by RMC, agreed to any conditions of the license required by the City and paid all applicable fees, including the initial nonrefundable application fee per the adopted fee schedule.

## Business License Application Requirements

MME business license applicants must first obtain the following items numbered 1 through 5 prior to submitting an application for a City of Reno Business License:

1. **Nevada Provisional Registration Certificate.** Per Nevada Revised Statutes (NRS) 453A, all MME applicants must obtain a Provisional Registration Certificate for the proposed MME from the Nevada Division of Public and Behavioral Health. Additional information may be found online at <http://www.health.nv.gov/medicalmarijuana.htm> or by calling their office at (775) 687-7594.
2. **State Business License Business.** Per NRS 364A, all applicants must register with the Nevada Secretary of State's Office for the Nevada State Business License. You may register online at [www.nvsilverflume.gov](http://www.nvsilverflume.gov) or in person at their office located at 202 North

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Carson Street in Carson City. Additional information may be found by calling their office at (775) 684-5708.

3. **Nevada State Department of Taxation.** Per NRS 360, all applicants must register with the Nevada Department of Taxation. You may registration online at [www.nvsilverflume.gov](http://www.nvsilverflume.gov) or in person at their office located at 4600 Kietzke Lane Bldg L #235 in Reno. Additional information may be found by calling their office at (866) 962-3707.
4. **State Industrial Insurance:** Per NRS 616, all applicants must submit proof of compliance with Workers Comp requirements. You may registration online at [www.nvsilverflume.gov](http://www.nvsilverflume.gov) or submit the Affirmation on Compliance (Form D-25) directly to our office.
5. **Fictitious Name:** Per NRS 602, if your business is utilizing a fictitious firm name (also known as doing business as or DBA) in place of your legal first and last name or a corporate name filed with the Nevada Secretary of State, the name must be registered with the Washoe County Clerk's Office. You may register at their office located at 1001 E 9th Street Bldg A, in Reno. Additional information may be found by calling their office at (775) 784-7260.

MME business license applications must have proof of the above items submitted together with the attached Medical Marijuana Application Checklist and all items on the checklist along with appropriate license, application and inspection fees at the time of submission.

### Submitting the Application Packet

Business License applications may take 4 to 12 weeks to process. Please plan accordingly and please ensure that all required forms are included in the packet and submitted with your completed application to avoid delays in processing. Incomplete applications **cannot be accepted** until all necessary information is provided to the Business License Division and all appropriate fees are paid. Initial application and review fees can vary depending on reviews needed and description of business. We recommend calling the Business License Division for an accurate fee quote. You may submit your application in person or by mail to the City of Reno Business License Division.

Once your application is complete and has been accepted, the Business License Division will start the licensing process by notify the appropriate departments to review your application. If a site visit is required, staff from the appropriate department will contact you to schedule the

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inspection. The Business License Division will complete the final approval once all reviews and inspections are complete and all City fees are paid in full.

### **Planning Division**

Planning review is required for every business license application. The Planning Division will review the address provided to ensure that your business description meets zoning code requirements for that location. For questions, please contact Community Development - Planning Division at (775) 321-8309.

### **Building Division**

Building review is required for businesses that are making any construction changes to the business location or changing the use of the previous business (if any) in that location. If you have already completed the building permit process, this review will verify the approved building inspections and the issuance of building permits. **If building permits are still required, the business license application will not be approved until the permits have been completed and signed-off.** For questions, please contact Community Development - Building Division at (775) 334-2063.

### **Fire Department**

Fire prevention review is required for all businesses at a commercial location which are not considered a shared use space (i.e. renting a space in an existing business such as a hair salon, insurance agency, etc). Fire review may also be required for certain home-based businesses such as childcare, group homes, etc. For questions, please contact the Fire Prevention Division at (775) 334-2300.

### **Washoe County District Health**

District Health review is required for all MME businesses. District Health will review any impacts on public health. If you have already completed the District Health Permit Process this review will verify the approved health inspections and the issuance of health permits. **If health permits are still required, the business license application will not be approved until permits have been completed.** For questions, please visit [www.co.washoe.nv.us](http://www.co.washoe.nv.us) or contact the Washoe County Health District at (775) 328-2434.

### **Environmental Control**

Environmental Control review is required all MME businesses. Environmental Control will review impact on sewer and storm drain systems. For questions, please contact Public Works - Environmental Control Division at (775) 334-2350.

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## City Council

City Council review is required for MME businesses. The Council has the authority to place conditions of approval on any license issued, which may include, by way of example, and without limitation (These are summaries of ordinance sections; RMC Chapter 5.21 should be consulted for the actual language):

- A. A limitation of the products and services to be produced or sold.
- B. Hours of operation.
- C. Accounting requirements.
- D. Restrictions on signs and advertisements.
- E. Acknowledgment that the applicant, and the owner of the property upon which the medical marijuana establishment is located, understands applicable federal, state and local laws.
- F. Hold harmless agreement for the city, and any of its elected or appointed officers, agents, employees or attorney s.
- G. A surety bond.
- H. Certificate of insurance.
- I. Addressing the current federal priorities relating to the conflict between state and federal marijuana laws.

## Fees

Application Fees Due at time of Submittal		
Application Processing Fee	\$ 25.00	
License Fee	\$	Compute from table below
Penalty (50% of license fee)	\$	If business has commenced, add penalty
Planning Review Fee	\$	Commercial Locations \$70   Home-Based Locations \$30
Fire Inspection Fee	\$	If applicable: \$91. <i>Please note that additional fees may be required based on occupancy type and operational permits to be determined by the Fire Inspector at time of inspection.</i>
Environmental Control Fee	\$	If applicable: \$167. <i>Please note that additional fees may be required based on the hazard class code to be determined by the Environmental Control Inspector at time of inspection.</i>
MME Application Fee	\$	Two times the annual cost of the license per RMC 5.21.012(a)
Quarterly MME License Fee	\$	
<b>TOTAL FEES DUE</b>	<b>\$</b>	

COMPUTE LICENSE FEES BASED ON GROSS RECEIPTS:	
<u>If Total Gross Receipts are:</u>	<u>Then Fee is:</u>
\$0 through \$20,000	\$ 60.00
\$20,001 through \$100,000	\$130.00
\$100,001 through \$5,000,000	.00085 times amount over \$100,000 plus \$130
Over \$5,000,000	.00065 times amount over \$5,000,000 plus \$4,295

# Medical Marijuana Establishments (MME) Licensing Guidelines

## Medical Marijuana Application Checklist

Medical Marijuana Establishment Type (Only one type per application)		Cultivation Independent Testing Lab	Dispensary Production
<b>INCLUDED</b>	<b>REQUIRED</b>		
	Copy of Provisional Registration Certificate from NV Division of HHS		
	Proof of State of Nevada Business License		
	Proof of Nevada Sales and Use Tax Permit		
	Proof of Affidavit of Compliance with Industrial Relations Requirements		
	Proof of Washoe Fictitious Name Filing		
	Annual Business License Application		
	Business Review Form		
	Privileged Business License Application		
	Copy of application submitted to Nevada Division of HHS		
	Site Plan to include: A. Name of the MME B. Site Address and APN C. City regulatory zone for the parcel D. Proof of compliance with spacing requirements from NV licensed Surveyor E. Elevation drawing or photographs F. A detailed rendering of proposed signage		
	Name and Physical Address of: A. Any other MME within Reno which is associated with licensee(s) B. Off-site MME-Cultivation Facility providing medical marijuana C. Medical marijuana testing laboratory providing service		
	Affidavit of Property Ownership to include: A. A deed showing applicant as owner OR B. A lease together with the property owner's permission for the proposed use		
	Security Plan to include: A. A depiction of the location and configuration of security cameras B. Proof of compliance with NRS453A		
	Certificate of Insurance which meets minimum requirements set forth in RMC 5.21.012(C)(8)(h)		
	All applicable fees (Call Business License Division at 775.334.2090 for accurate fee quote)		