



Business License Change Form

431 Prater Way Sparks, NV 89432, 775-353-5555

www.sparksnv.gov business@sparksnv.gov

Business Name		Email Address	
Requestors Name		Requestor Title	
Date Requested		License Number	

Type of Change Requested-Please Select All That Apply	
☐ 1. Change of Mailing Address	☐ Change of Business Name**
☐ 2. Change of Business Location**	☐ Change of Business Description**
☐ 3. Change of Officer or Licensee**	** See Pg 2 for required documents

Change of Mailing Address	
New Mailing Address:	Phone Number:

Change of Business Location	
New Business Address:	Phone Number:

Change of Officer or License(s)	
Licensee(s) To Be Removed:	Phone Number:
Licensee(s) To Be Added:	Email:
	Mailing Address:

Change of Business Name	
New Business Name:	Phone Number:

Change of Business Description	
New Business Description:	Phone Number:

Licensee Signature: _____ Date _____



REQUIRED DOCUMENTATION

Change of Business Location (within Sparks city limits)

Commercial: Zoning Form

Residential: Home Occupation Permit

*If located in Reno or Washoe County please provide copy of home jurisdiction license reflecting the new address.

Change of Officer or Licensee(s)

Updated State Business License

Change of Business Name

Updated State Business License
(doing business as)

Or

Fictitious Firm Name/DBA

***Change of ownership or Entity** (ex. Sole proprietor to an LLC) Amendments may be submitted **only if the State of Nevada has allowed the amendment to the existing State business license.**

(Meaning the license number is unchanged) We will require a copy of the State business license showing the new owner and unchanged license number.

*****If the New Ownership or Entity change has resulted in a New State Business License (meaning the license number is different) an amendment cannot be processed. The City will require submission of a new application packet along with all the new required documents.**

- * State Business License
- * Proof of registration with NV Department of Taxation
- * Proof of registration with State Industrial Insurance
- * Fictitious Firm Name/ DBA (doing business as)