



Business License Checklist

240 S. Water Street, Henderson, Nevada 89015 • 702-267-1730

Applications must be submitted in person. The Business Operations Division requires original signatures on all forms. All items on this checklist must be submitted at the time of application. Incomplete applications will not be accepted. Per Title 4 requirements, applications will be reviewed and approved, or when necessary denied, within three (3) business days of the personal hand-delivery of the application.

HMC Section 4.05.237 Door-to-door solicitor and peddler (Excerpts, please review HMC Chapter 4.12 for the complete code)

4.12.020 License requirements.

It shall be unlawful for any natural person eighteen years of age or older to engage in any peddling or solicitation activities within the city without first obtaining a license issued by the division.

4.12.060 Denial of license.

A. Upon the director's review of the application, the director shall refuse to issue a license to the applicant for any of the following reasons:

1. The applicant has been convicted of any felony, gross misdemeanor, or a misdemeanor involving a sex offense, trafficking in controlled substances, or any violent act against a person or property, such conviction having been entered within the ten years preceding the date of application;
2. The applicant is a person against whom a judgment based upon, or conviction for, fraud, deceit or misrepresentation has been entered within the ten years immediately preceding the date of application.

B. The license application may also be denied for good cause as set forth in Section 4.04.150(A).

C. The director's disapproval and the reasons for disapproval shall be noted on the application, and the applicant shall be notified that his application is disapproved and that no license will be issued. Notice shall be delivered personally or mailed to the applicant at the address shown on the application form, or at the applicant's last known address.

4.12.070 License exhibition.

Every natural person required to obtain a license under the provisions of this chapter shall keep the license in his possession at all times while the licensee is soliciting or peddling in the city, and shall allow inspection of the license upon request by any prospective customer, business license officer in the division or police officer.

4.12.100 Entry upon posted premises unlawful.

It shall be unlawful for any natural person, while canvassing, peddling or soliciting, to enter upon any residential premises or to knock on the door, window or any other part of the residential structure, or ring the bell of any residential premises, or to do any other act calculated to attract the attention of anyone inside of the premises, where the owner, resident, occupant or person legally in charge of the premises has posted, at the entry, or any of the points of ingress to the premises, a sign with visible and legible letters at least three-fourths of an inch in height bearing the words "No Trespassers," "No Canvassers," "No Peddlers," "No Solicitors," or words of similar import. A sign containing any of these or similar phrases is deemed to prohibit all activities governed by this chapter. This regulation shall apply to all groups of structures or complexes such as apartments, condominiums or private gated communities, which have posted such a sign or signs with letters at least one and a half inches in height at the entrance(s) or other point(s) of ingress regardless of whether any individual particular residence is posted. This section shall not apply, however, when the solicitor, peddler or canvasser has, despite the signage, been specifically invited by the owner, resident, occupant or person legally in charge of the premises.

4.12.110 Hours of solicitation.

No person, while conducting the activities of a canvasser, peddler or solicitor, shall enter upon any private property, knock on doors, ring any bells, or otherwise disturb persons in their residences between the hours of 9:00 p.m. and 8:00 a.m.

4.12.120 Posting on public ways, structures, vehicles, vacant premises.

No peddler, solicitor or canvasser shall post or cause any other person to post any handbill, flyer, or any other similar poster, paper or device calculated to attract the attention of the public or any member thereof, on any public property or on anything situated on public property, or on any vehicle, or upon premises which are vacant.

4.12.130 Handbills and flyers must be securely fastened without causing damage.

A handbill, flyer, or similar item left at a residence must be placed on the doorknob or similar place with a rubber band or similar means so as to secure it as far as practicable from being blown away. No handbill, flyer or similar item shall be left at, or attached to, any property in a manner that causes damage to such property.

- Complete **Registration of Solicitors and Peddlers Form**. An application must be submitted by all natural persons (individuals) conducting solicitation or peddling activities within the City of Henderson.
- Proof of Age** – At time of application, applicant must submit, for review, state or federally issued identification which includes date of birth.
- License Fee:** \$25.00 Semiannual fixed fee

Any changes to the information provided on the application must be reported to the Business Operations Division. This includes, but is not limited to; addresses, phone numbers and businesses with which you are affiliated.

Be sure to maintain your license! After submitting your application, visit the following to create your account and register to submit online payments: https://dsconline.cityofhenderson.com/energov_prod/selfservice#/home. Once you have completed the required fields and submitted your information; you will receive an automated email requesting that you validate your email address by clicking "Confirm". After validating your email, you will receive an additional email that reads "Welcome to DSC Online, your account is now active and ready to use." You will need to contact our office to have your business license(s) linked to your DSC Online account. The Business Operations Division can be reached by calling 702-267-1730 ext. 3 or by emailing cohbuslc@cityofhenderson.com.

Business License Hours of Operation: Monday-Thursday, 8:00 a.m. to 4:30 p.m.

Phone: 702-267-1730 • Fax: 702-267-1704 • <http://www.cityofhenderson.com>

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City of Henderson

Registration of Solicitors and Peddlers

240 Water Street, Henderson, NV 89015 (702-267-1730)

<input type="checkbox"/> New Registration <input type="checkbox"/> Change in Name <input type="checkbox"/> Change in Location			
Applicant Name (Individual's name):		Attach passport photograph here:	
Home Address, City, State and Zip:			
Local Address (ex. Home Address, Hotel/Motel Address, etc.):			
Mailing Address (If different from home address):			
Date of Birth:	Contact Phone Number:		
<p>Have you been convicted of a crime within the past ten (10) years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you answered yes, provide (1) the nature of the offense or violation, (2) the penalty or punishment imposed, (3) the date when and (4) the place where the conviction occurred (attach a separate page if necessary):</p>			
List all businesses by whom you are employed, or with whom you have contracted, to conduct solicitation and/or peddling activities within the City of Henderson (Attach a separate page if necessary.):			
Company Name:	City of Henderson Business License Number:	Phone Number	
Address:	City:	State:	Zip:
Company Name:	City of Henderson Business License Number:	Phone Number	
Address:	City:	State:	Zip:
Description: Please provide a brief description of the business or activity to be conducted.			
Certification			
I, the undersigned have answered all questions in the above registration, and to the best of my belief all answers are true and correct. I further declare that I am at least 18 years of age and that I am the individual pictured above and that said picture was taken within the last twelve (12) months. I understand that, if granted a license, I must abide by the regulations set forth in the Henderson Municipal Code.			
Signature of Applicant:			Date:
Please Do Not Write Below This Line - For Office Use Only:			
<input type="checkbox"/> Approved	I declare that this application has been reviewed and the license approved/denied in accordance with HMC 4.12.		
<input type="checkbox"/> Denied			
Signature:		Date:	
Denial based upon the following:			