

BODY SHOP INFORMATION

"Body shop" defined. As used in NRS 487.610 to 487.690, inclusive, "body shop" means any place where the body of a motor vehicle is painted, fixed, repaired or replaced for compensation. NRS 487.532

LICENSING REQUIREMENTS

1. Application for Business License (OBL237) completed in full and signed by a principal of the business.
2. Personal History Questionnaire (OBL242) completed by each principal of the business listed on the license application.
3. One set of fingerprints submitted by each principal of the business listed on the application. Principal must be fingerprinted by an authorized NV DMV representative or a law enforcement agency. Check with your local law enforcement agency for any additional fees.
4. DPS Fingerprint Background Waiver (OBL256) completed and signed by each principal submitting a set of fingerprints.
5. A surety bond (OBL269) or deposit in lieu of bond in the amount of \$10,000.
6. If applying for body shop license plates, a certificate of insurance showing automobile liability coverage. See insurance information sheet. (OBL273).
7. Copy of City or County business license.
8. Fictitious Firm Name Filing, if applicable.
9. Copy of Certificate of Incorporation and Corporate filing, with names of the officers, filed with the State of Nevada, Secretary of State's Office, if applicable.
10. The Federal Employer Identification Number (FEIN) of the business.
11. An email address for the business.
12. An established place of business within this state with a permanent enclosed building, with sufficient space to safely operate the business.
13. A permanently affixed display sign with the name of the business in lettering at least eight inches high, formed by lines that are at least one inch wide. The display sign must be clearly legible from the center of the nearest street or roadway.
14. Body Shop Official Sign: at least one outdoor sign, which is created from a template provided by the Department, must be displayed at the business location.
15. Two color photographs of the business location that clearly show the exterior of the business to include the display sign.
16. Nevada Sales Tax Number of the business.
17. Customer Bill of Rights Sign: the sign, which must be created from a template provided by the Department and is at least 22 inches by 28 inches in size, must be easily visible in an area within the business frequented by persons seeking repairs for motor vehicles. Instructions and Template can be found at the DMV website.
18. For information regarding how to obtain a Body Shop Class A Certification please refer to Body Shop Class A Certification Information Sheet (OBL247)

APPLICATION FEES (Non-refundable)

New License Fee: \$300.00
Fingerprint Processing Fee: \$40.25 per principal.

Late Fee: A license that expires for failure to renew may be reinstated upon submission of a completed renewal application, renewal fee, and a \$25.00 late fee.