

BODY SHOP INFORMATION SHEET

“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 or corporate officer being listed on the license application.
3. A surety bond (OBL269) or deposit in lieu of bond in the amount of \$10,000.
4. If applying for body shop license plates, a certificate of insurance showing automobile liability coverage. See insurance information sheet. (OBL273).
5. Non-refundable license application fee of \$301, which includes a Technology fee.
6. For initial licensure, a complete set of fingerprints and written permission authorizing the Department to forward those fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report. NRS 487.630.2(c)
The fingerprint fee is \$36.25 and is non-refundable.
7. City or County business license.
8. Fictitious Firm Name Filing.
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. An established place of business within this state with a permanent enclosed building, with sufficient space to safely operate the business.
11. 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. Sign must be clearly legible from the center of the nearest street or roadway.
12. In accordance with NAC 487.150, at least one outdoor sign must be displayed at the business. The sign shall be created from a template supplied by the Department.
13. Two color photographs that clearly show the exterior of the business to include the display sign.
14. The Federal Identification Number (FEIN) of the business.
15. An electronic mail address for the business.
16. The State of Nevada sales tax number of the business.
17. A sign 22 inches by 28 inches stating the customer’s bill of rights as noted in NRS 487.6871. The sign must be easily visible in an area within the business, frequented by persons seeking repairs for motor vehicles.
18. For information regarding Body Shop Class A Certification please refer to Body Shop Class A Certification Information Sheet (form OBL247)

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