



Occupational and Business Licensing  
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## CLASS A 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 487.600

"Class A certification" defined. "Class A certification" means a designation granted to a licensed body shop by the Department indicating that the body shop meets the criteria set forth in [NRS 487.652](#) and any criteria established by regulation.

### LICENSING REQUIREMENTS

1. Application for Business License (OBL237) completed in full and signed by a principal of the business.
2. Personal History Questionnaire (DS242) completed by each principal or corporate officer being listed on the license application.
3. Authorization for Release of Information (DS254) signed by each principal or corporate officer. Release must be notarized or signature witnessed by an authorized DMV representative.
4. Child Support Information (DS268) completed and signed by each principal or corporate officer.
5. Licensee Acknowledgement (DS308).
6. A surety bond (OBL269) or deposit in lieu of bond in the amount of \$10,000.
7. If applying for body shop plates, an insurance certificate showing automobile liability coverage. See insurance information sheet. (OBL273)
8. Non-refundable license application fee of \$600. (\$300 Body Shop License fee and \$300 Class A Certification fee)
9. City or County business license.
10. Fictitious Firm Name Filing.
11. 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.
12. The State of Nevada sales tax number of the business.
13. The federal identification number of the business.
14. An electronic mail address for the business.
15. An established place of business within this state with a permanent enclosed building, with sufficient space to safely operate the business.
16. 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.
17. In accordance with NAC 487.150, a deposit for a metal sign to be displayed on the outside of the business.
18. Two color photographs that clearly show the exterior of the business to include the display sign.
19. A site inspection conducted by the Department.

## CLASS A CERTIFICATE REQUIREMENTS

To be eligible for Class A certification a licensed body shop must:

1. Comply with local zoning laws and possess all required local, state and federal licenses and permits.
2. Possess garagekeepers' and workers' compensation insurance policies, each with not less than \$1,000,000 in coverage.
3. Obtain proper repair specifications for each vehicle being repaired.
4. Every class "A" body shop shall maintain:
  - (a) The equipment necessary to make three dimensional measurements of a vehicle that provides a computerized printout of measurements made before and after repair.
  - (b) At least one vehicle lift with a lift capacity of not less than 7,000 pounds, manufactured by a recognized vehicle lift manufacturer, in either a scissor lift, two post lift or four post lift design.
  - (c) A computer assisted four wheel alignment rack.
  - (d) A 6,000 pound capacity frame repair rack with a minimum of a 20 foot bed and a 360 degree pulling radius. It must support a four post chassis clamping system capable of providing a secure grip on a conventional frame or unibody rocker sills.
  - (e) Multiple pulling posts capable of being securely locked to the frame rack.
  - (f) An engine hoist having a lift capacity of not less than 1,000 pounds.
  - (g) An approved downdraft style paint booth with a painted surface baking capability.
  - (h) An inverter resistance welder.
  - (i) A MIG (metal inert gas) welder.
  - (j) A certified welding technician.
  - (k) An "I-Car Gold" certification from the "I-Car Industry Training Alliance" or ASE Blue Seal of Excellence for Collision Repair and Refinish.
  - (l) A Federal Environmental Protection Agency approved Motor Vehicle Air Conditioning training certification.
  - (m) A Federal Environmental Protection Agency approved Uniform Hazardous Waste Manifest.
  - (n) A valid Federal Environmental Protection number to identify the body shop as a hazardous waste handler.
  - (o) An agreement with one or more third party Consumer Satisfaction Index Verification companies for documenting customer complaints and responses regarding services and repairs.
5. Perform a wide range of services for vehicles being repaired, including, without limitation:
  - (a) Simultaneous adjustment of the exterior and undercarriage of a vehicle;
  - (b) Removal and reinstallation of a frame, suspension, engine or a drivetrain component;
  - (c) Painting the exterior of a vehicle with a system for applying paint that provides a finish similar to the finish applied by the manufacturer;
  - (d) Inspection of airbags and other occupant restraint devices to the specifications of the manufacturer.

6. Use equipment approved by the United States Environmental Protection Agency when performing repairs on air-conditioning systems.
7. Provide each customer with a computer generated estimate of repairs and a written, limited lifetime warranty that is valid against workmanship defects.