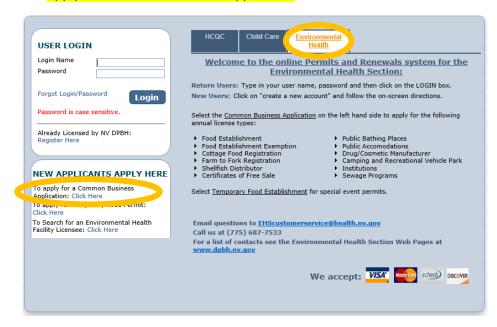
ALiS

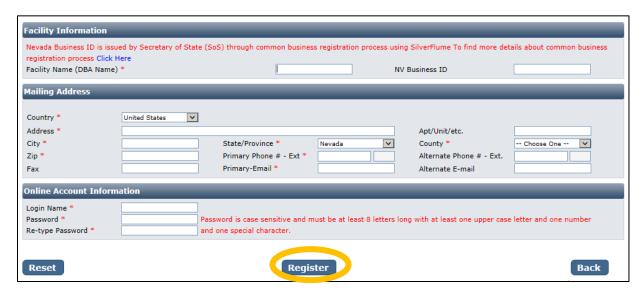
Centralized Licensing, Inspections and Complaints System (CLICS)

Institutions: County Jails, State Honor Camps and Juvenile Detention Centers - Consumer Instructions

To begin the licensing process, go to https://nvdpbh.aithent.com/login.aspx and then click on the Environmental Health tab (the last tab). Select "Apply for a Common Business Application":



Initial Registration Page:



You will need to fill out the following: You must complete all the fields with a red star (*)

- Facility Name (DBA): this should be the registered name of your business.
- **NV Business ID:** if you have a state business ID, enter it here. It would be "NV" followed by 11 numbers. This is not a required field.
- Mailing Address Section:
 - o Address is the street address where you receive correspondence for your business
 - o City/State/County/Zip: enter the appropriate values that go with the address
 - o Phone/Email: this should be the contact information to receive correspondence for your business
- Account Information (Login):
 - The Login Name: can be anything using A-Z and 0-9. Take note of it before submitting the form so you don't forget.
 - o Password: must conform to the text in red, for example "MyBusiness.6" contains all the elements needed. Make the password something you can remember, but not easy to guess.
- When you are done with the form, click the **Register** button.

Application Types: County Jails, State Honor Camps and Juvenile Detention Centers

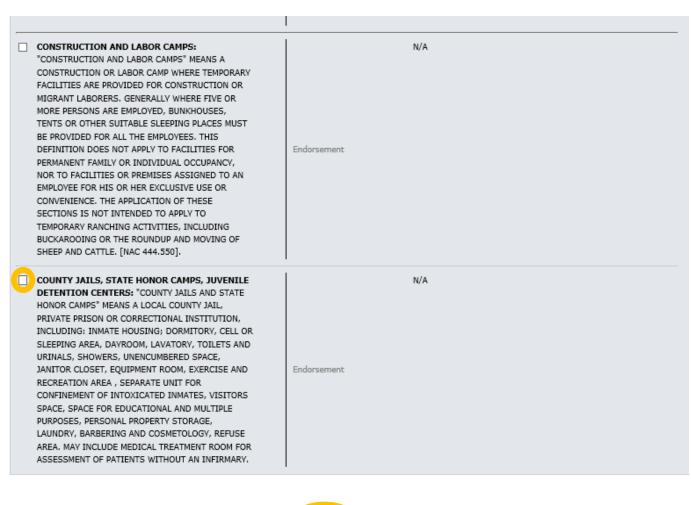
Select "Institutions" and then in the area that appears below select "County Jails, State Honor Camps, and Juvenile Detention Centers".

When you are finished click the **Next** button.

Application Type *	
Which application would you like to apply?	
Food Establishment Public Bathing Place	
Cottage Food Registration Public Accomodations	
Food Establishment Exemption	urer
Shellfish Distributor Camping and Recreations	al Vehicle Park
Bottled Water Distributor Institutions	
Certificates of Free Sale Sewage Programs	
Farm to Fork Registration	
Credential	
PUBLIC, PRIVATE, AND CHARTER SCHOOLS: "SCHOOL" MEANS A CHARTER SCHOOL, PRIVATE SCHOOL OR PUBLIC SCHOOL AS DESCRIBE IN NEVADA ADMINISTRATIVE CODE (NAC) CHAPTER 444 FOR MORE INFORMATION ** THIS DEFENITION DOES NOT INCLUDE CHILD CARE FACILITIES.	N/A Endorsement
CONSTRUCTION AND LABOR CAMPS: "CONSTRUCTION AND LABOR CAMPS" MEANS A CONSTRUCTION OR LABOR CAMP WHERE TEMPORARY FACILITIES ARE PROVIDED FOR CONSTRUCTION OR MIGRANT LABORERS. GENERALLY WHERE FIVE OR MORE PERSONS ARE EMPLOYED, BUNKHOUSES, TENTS OR OTHER SUITABLE SLEEPING PLACES MUST BE PROVIDED FOR ALL THE EMPLOYEES. THIS DEFINITION DOES NOT APPLY TO FACILITIES FOR PERMANENT FAMILY OR INDIVIDUAL OCCUPANCY, NOR TO FACILITIES OR PREMISES ASSIGNED TO AN EMPLOYEE FOR HIS OR HER EXCLUSIVE USE OR CONVENIENCE. THE APPLICATION OF THESE SECTIONS IS NOT INTENDED TO APPLY TO TEMPORARY RANCHING ACTIVITIES, INCLUDING BUCKAROOING OR THE ROUNDUP AND MOVING OF SHEEP AND CATTLE. [NAC 444.550].	N/A Endorsement

Continued:

Edited 7/19/2017







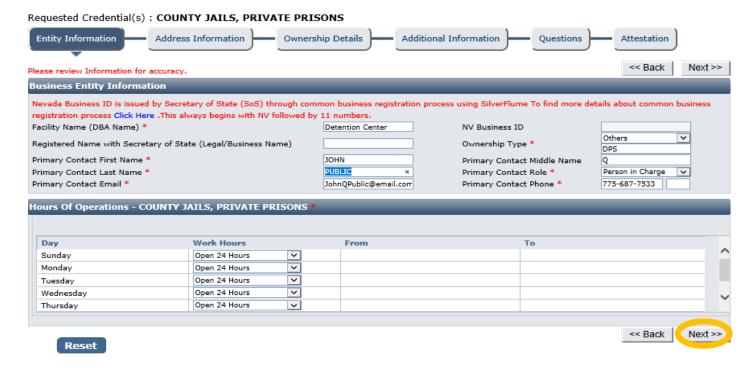
Entity Information:

- Business Entity Information

- Facility Name (DBA): This will be automatically filled in from your registration, however if you mistyped you may correct it here
- o NV Business ID: This will be automatically filled in from your registration but cannot be changed here
- o **Registered Name/Legal Business Name**: this should be the exact name on your state business license, if applicable. It may be different from your DBA name.
- o **Ownership Type:** Select from this list. LLC, Corporation, etc. depending on the business type.
- Primary Contact Information: The contact information including name, phone, and email should be for the person that will receive correspondence on licensing issues for the business. Their role may be owner, manager, etc.

Hours of Operation

- o For each license, enter the hours that the establishment is open. For each day it may be: open 24 hours, closed that day, or open for a fixed time.
- When you are finished filling out the form, click the **Next** button.



Address Information:

Most of the information in the mailing address section should appear based on what you have entered previously. The mailing address is where correspondence will be sent, however the physical address is also required for facility inspections. When you have entered these click the **Next** button.



Ownership Details:

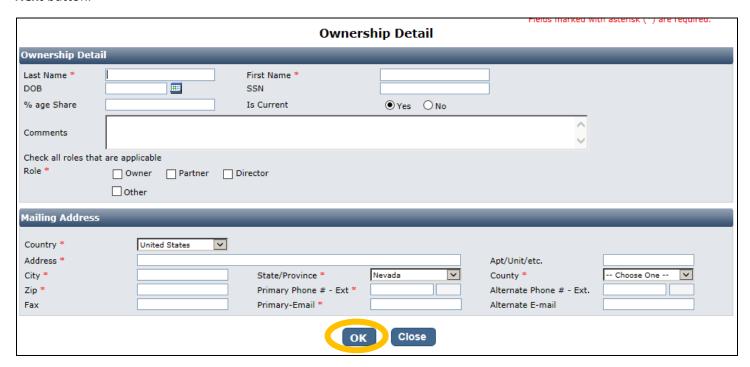
Select the **Add** button to add a new owner. You may not skip this section even if you previously entered all your information.



A popup will appear to enter details. It has the following fields:

- First and Last Name: enter the full first and last name of the owner
- **DOB**: enter the date of birth for this owner
- SSN: enter the social security number for this owner
- % share: enter the approximate percent of ownership of the company for this owner
- **Is Current**: leave this selected as "Yes"
- Comments: add any additional comments on the relationship of this owner to the business
- Role: select Owner, Partner, Director, or Other (if other, fill in the role)
- **Mailing Address Section**: This may be the personal mailing address of the owner, or it may be the mailing address of the business. Similarly, primary phone and email may be personal or business.

When you are done select the **OK** button. Repeat this process for any other owners. When you are finished, use the **Next** button.



The fields with the red asterisk (*) are required

Additional Information:

The Additional Information section will be shown:

Requested Credential(s) : ${f COUNTY\ JAILS},$	PRIVATE PRISONS					
Entity Information Address Information	Ownership Det	Additional Inform	Ques	stions	Attestation	
					<< Back	Next >>
Additional Information - COUNTY JAILS, PR	IVATE PRISONS		_	_		
place the information that is applicable to your	permit type. Leave blank i	f it not application				
Establishment Name *	Detention Center					
Responsible Entity Name *	John Q Public	FDA Certification #				
Number of including outside seating area		C- 1 Junea In square feet				
Number of drive up windows		Label count				
Camping spaces		Total number of rooms				
Total number of workers		Total number of vehicle				
Open Date		Close Date				
For which county you would like to register your bus	iness? *		CARSON CITY	\overline{v}		
Most of the new businesses require a plan review. P	lease click here to unders	tand plan review requirements of	or give us a"	,		
Does your new business require a plan review? If yo	u are not sure, please giv	e us a call at (775) 687-7533	● Yes O No			
What type of plan review fee do you own for new bu	siness? *	•	• Full Plan Revie	w O Remod	el Plan Review	
Reset					<< Back	Next >>

This information is extremely important for accurate records. It has a section for each license with the same fields:

The accuracy of this section will determine the fees charged at the end of the on-line application process.

- **Establishment Name**: This is the specific name (usually DBA name) for each license. They may be the same or different depending on how the business is structured.
 - o Example: Carson City Juvenile Detention Center
 - Example: Lyon County Honor Camp
- **Responsible Person:** This should be the person-in-charge or owner of the establishment that will be present during an inspection.
- **Open Date and Close Date:** This is designed for seasonal establishments. You may enter the open (or expected open) date if known.
- County: Select the County that the business is located in. Do not select "All" unless instructed by staff.
- **Plan Review option:** make sure you understand if your license requires a plan review by staff; the answer may be "No", "Full review", or "Remodel" depending on your situation.

This page contains fields that are used by other programs. You may leave them blank if they are not applicable to the facility type.

When you are finished entering all the information for all licenses, click the **Next** button.

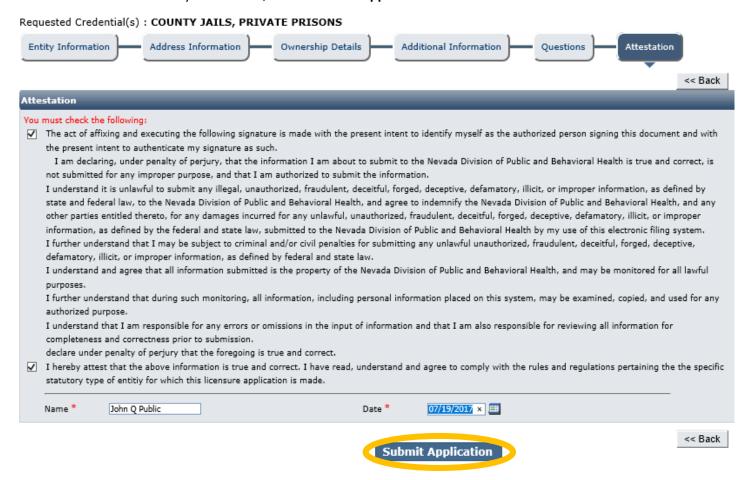
Questions:

This page displays a list of questions that must be answered regarding your facility. A hidden box may pop up requesting more information. Detention Centers have no questions. When you are finished select the **Next** button.



Attestation and Electronic Signature:

Read the legal statements and agree by checking the box to the left. Enter your full name (this is your digital signature) and the current date. When you are done, select "Submit Application".

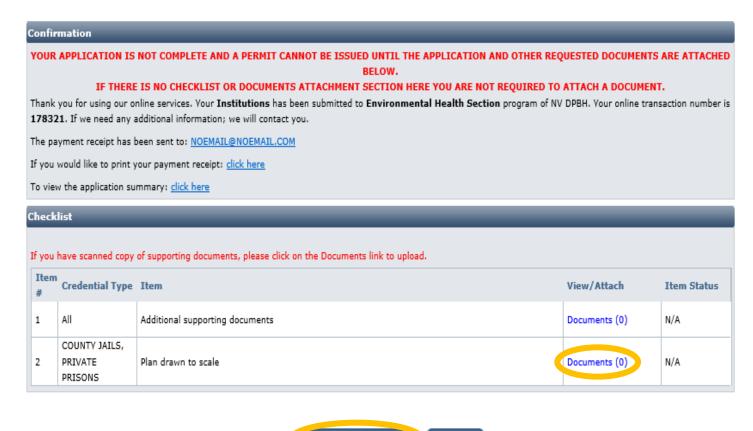


IMPORANT NOTICE: YOU ARE NOT DONE YET

Checklist: Applications and Documentation

Upon completion of the payment submission the site will guide you to the checklist and you will need to add your applications and other documentation. Note your transaction number in bold. There is also the option to print the payment receipt (which is also emailed) and the application summary for your records.

Below is the list of items that need to be completed for the selected licenses. Some items may be optional depending on your situation. Examine each item carefully and if needed, click the "Documents" link in the View/Attach column on the right side to upload a document for staff review. When you do this, a popup will appear with directions on how to upload your document(s).



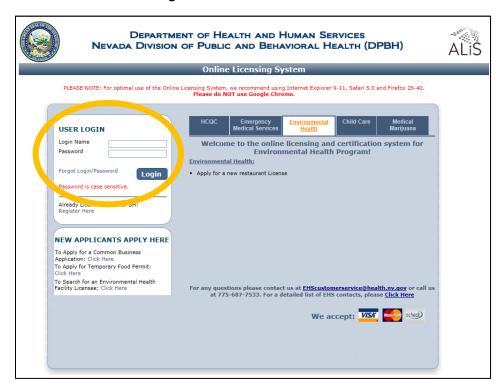
Return to Home

Logout



Returning to complete an application:

To return to your account to complete and application or manage your licenses, return to the site and then enter your user name and password and then click the **Login** button:



You will see a menu on the left side: Click on "View Pending Online Application(s)".



You will see a list of applications for review. Select "View Details" for the application you want to look at:

Edited 7/19/2017

Pending / Incomplete Online Application(s)									
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action			
Institutions	178319	07/19/2017	Review by State	Application Summary	View Details	Withdraw			
Institutions	178318	07/19/2017	Review by State	Application Summary	View Details	Withdraw			

Now you will see the check list again where you can review the status of each item and attach additional documents if needed:



Back To Pending Application List