

ALiS

Centralized Licensing, Inspections and Complaints System (CLICS) Camping and Recreational Vehicle - 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”:

The screenshot shows the ALiS login page. At the top, there are three tabs: HCQC, Child Care, and Environmental Health. The Environmental Health tab is highlighted with a yellow circle. Below the tabs, there is a 'USER LOGIN' section with fields for 'Login Name' and 'Password', a 'Forgot Login/Password' link, and a 'Login' button. A note states 'Password is case sensitive.' Below this is a section for 'Already Licensed by NV DPBH: Register Here'. To the right, there is a 'Welcome to the online Permits and Renewals system for the Environmental Health Section:' message. Below this, there are instructions for 'Return Users' and 'New Users'. A list of license types is provided, including Food Establishment, Food Establishment Exemption, Cottage Food Registration, Farm to Fork Registration, Shellfish Distributor, Certificates of Free Sale, Public Bathing Places, Public Accommodations, Drug/Cosmetic Manufacturer, Camping and Recreational Vehicle Park, Institutions, and Sewage Programs. A note mentions 'Select Temporary Food Establishment for special event permits.' At the bottom, there is contact information for EHS customers service and a list of accepted payment methods (VISA, MasterCard, echeck, DISCOVER).

Initial Registration Page:

The screenshot shows the initial registration page. It is divided into three main sections: 'Facility Information', 'Mailing Address', and 'Online Account Information'. The 'Facility Information' section includes a note about Nevada Business ID and fields for 'Facility Name (DBA Name) *' and 'NV Business ID'. The 'Mailing Address' section includes fields for 'Country *' (set to United States), 'Address *', 'City *', 'State/Province *' (set to Nevada), 'Apt/Unit/etc.', 'Zip *', 'Primary Phone # - Ext *', 'Primary-Email *', 'County *' (set to Choose One), 'Alternate Phone # - Ext.', and 'Alternate E-mail'. The 'Online Account Information' section includes fields for 'Login Name *', 'Password *', and 'Re-type Password *'. A note states 'Password is case sensitive and must be at least 8 letters long with at least one upper case letter and one number and one special character.' At the bottom, there are three buttons: 'Reset', 'Register' (highlighted with a yellow circle), and 'Back'.

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):**
 - o 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: Camping and RV Park

Select "Camping and Recreational Vehicle Park" and then in the area that appears below select "Camping and Recreational Vehicle Park".

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

The screenshot shows a web form with two main sections. The first section, titled "Application Type *", asks "Which application would you like to apply?" and lists 14 options with radio buttons. The option "Camping and Recreational Vehicle Park" is selected and highlighted with a yellow circle. The second section, titled "Credential Information *", shows a table with one row: "Camping and Recreational Vehicle Park Checklist" (checked with a yellow circle), "Endorsement", and "N/A". At the bottom of the form, there are two buttons: "Reset" and "Next", with the "Next" button highlighted by a yellow circle.

Entity Information:

- **Business Entity Information**
 - o **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.
 - o **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.

Business Entity Information

Nevada Business ID is issued by Secretary of State (SoS) through common business registration process using SilverFlume To find more details about common business registration process [Click Here](#)

Facility Name (DBA Name) *	Bob's RVs	NV Business ID	NV12345678901
Registered Name with Secretary of State (Legal/Business Name)		Ownership Type *	LLC
Primary Contact First Name *	Robert	Primary Contact Middle Name	
Primary Contact Last Name *	Brady	Primary Contact Role *	Owner
Primary Contact Email *	BestRVEver@BobsRV. X	Primary Contact Phone *	111-111-1111

Hours Of Operations - Camping and Recreational Vehicle Park

Day	Work Hours	From	To
Sunday	Open 24 Hours		
Monday	Open 24 Hours		
Tuesday	Open 24 Hours		
Wednesday	Open 24 Hours		
Thursday	Open 24 Hours		
Friday	Open 24 Hours		
Saturday	Open 24 Hours		

«Back **Next»**

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.

Mailing Address Copy From

Country *	United States	Apt/Unit/etc.	
Address *	222 steak road	County *	Carson City
City *	Carson City	State/Province *	Nevada
Zip *	12345	Primary Phone # - Ext *	111-111-1111
Fax		Alternate Phone # - Ext.	
		Primary-E-mail *	chuck@chuckssteakhou
		Alternate E-mail	

Physical Address of Facility Copy From

Country	United States	Apt/Unit/etc.	
Contact Person		County	Carson City
Address *	222 steak road	State/Province	Nevada
City	Carson City	Primary Phone # - Ext	111-111-1111
Zip	12345	Alternate Phone # - Ext.	
Fax		Primary-E-mail	chuck@chuckssteakhou
		Alternate E-mail	

Billing Address Copy From

Country	United States	Apt/Unit/etc.	
Contact Person		County	-- Choose One --
Address		State/Province	Nevada
City		Primary Phone # - Ext	
Zip		Alternate Phone # - Ext.	
Fax		Primary-E-mail	
		Alternate E-mail	

«Back **Next»**

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.

Requested Credential(s) : **Food Establishment (Restaurant), Food Establishment (Bar/Service Bar)**

Entity Information — Address Information — **Ownership Details** — Additional Information — Questions — Attestation

«Back Next»

Ownership Information Add Delete

Please click 'Add' to add a new row.

«Back Next»

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.

Ownership Detail Fields marked with asterisk (*) are required.

Ownership Detail

Last Name * First Name *
DOB SSN
% age Share Is Current Yes No
Comments

Check all roles that are applicable
Role * Owner Partner Director
 Other

Mailing Address

Country * United States
Address * Apt/Unit/etc.
City * State/Province * Nevada County * -- Choose One --
Zip * Primary Phone # - Ext * Alternate Phone # - Ext.
Fax Primary-Email * Alternate E-mail

OK Close

The fields with the red asterisk (*) are required

Edited 6/02/2017

Additional Information:

The Additional Information section will be shown:

Additional Information - Camping and Recreational Vehicle Park

Complete the information that is applicable to your permit type. Leave blank if it not applicable.

Establishment Name *	Bob's RVs	Responsible Person First Name *	Robert	Responsible Person Last Name *	Brady
Responsible Person Middle Name		FDA Certification #			
Number of seats including outside seating area		Facility area in square feet			
Number of dining seats		Label count			
Camping spaces	40	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 business? *

Carson City

Most of the new businesses require a plan review. Please [click here](#) to understand plan review requirements of give us a call at (775) 687-7533

Does your new business require a plan review? If you are not sure, please give us a call at (775) 687-7533 *

Yes No

«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: The Red Porch Fine Dining**
 - o **Example: Red's Bar**
- **Responsible Person:** This should be the person-in-charge or owner of the establishment that will be present during an inspection.
- **Camping Spaces:** Enter the number of spaces being licensed.
- **Open Date and Close Date:** This is designed for seasonal establishments. You may enter the open (or expected open) 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. When you are finished select the **Next** button.

Requested Credential(s) : **Food Establishment (Restaurant), Food Establishment (Bar/Service Bar)**

Entity Information — Address Information — Ownership Details — Additional Information — **Questions** — Attestation

<<Back Next>>

Questions

#	Question	Response
1	Are you or anyone listed in the application now licensed or have been previously licensed for the similar business? If yes, please list the state Agency, type of license and license number.	<input type="radio"/> Yes <input checked="" type="radio"/> No

<<Back **Next**>>

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**”.

Camping and Recreational Vehicle Park

Fields marked with asterisk (*) are required.

Requested Credential(s) : **CAMPING AND RECREATIONAL VEHICLE PARK**

Entity Information — Address Information — Ownership Details — Additional Information — Questions — **Attestation**

<< Back

Attestation

You must check the following:

- The act of affixing and executing the following signature is made with the present intent to identify myself as the authorized person signing this document and with the present intent to authenticate my signature as such.
I am declaring, under penalty of perjury, that the information I am about to submit to the Nevada Division of Public and Behavioral Health is true and correct, is not submitted for any improper purpose, and that I am authorized to submit the information.
I understand it is unlawful to submit any illegal, unauthorized, fraudulent, deceitful, forged, deceptive, defamatory, illicit, or improper information, as defined by state and federal law, to the Nevada Division of Public and Behavioral Health, and agree to indemnify the Nevada Division of Public and Behavioral Health, and any other parties entitled thereto, for any damages incurred for any unlawful, unauthorized, fraudulent, deceitful, forged, deceptive, defamatory, illicit, or improper information, as defined by the federal and state law, submitted to the Nevada Division of Public and Behavioral Health by my use of this electronic filing system.
I further understand that I may be subject to criminal and/or civil penalties for submitting any unlawful unauthorized, fraudulent, deceitful, forged, deceptive, defamatory, illicit, or improper information, as defined by federal and state law.
I understand and agree that all information submitted is the property of the Nevada Division of Public and Behavioral Health, and may be monitored for all lawful purposes.
I further understand that during such monitoring, all information, including personal information placed on this system, may be examined, copied, and used for any authorized purpose.
I understand that I am responsible for any errors or omissions in the input of information and that I am also responsible for reviewing all information for completeness and correctness prior to submission.
declare under penalty of perjury that the foregoing is true and correct.
- I hereby attest that the above information is true and correct. I have read, understand and agree to comply with the rules and regulations pertaining the the specific statutory type of entity for which this licensure application is made.
- Fees paid will not be refunded for failure to obtain approval, voluntary withdrawal or cancellation of the event.

Name * Date *

<< Back **Submit Application**>>

Fees:

“Fee Details” explains what fees are being charged for this credential type. Select **Pay Now** to continue.

Fee Details	
Licensing fee (004-Camping and Recreational Vehicle Park)	\$166.00
Misc Fee for > 30 spaces (Camping and Recreational Vehicle Park)	\$15.00
Total Fee	\$181.00

[Edit Application](#) [Pay Now](#)

You will be redirected to the secure payment gateway. Select your payment method:

How would you like to pay?

Card

PAY BY

VISA MASTERCARD

eCheck

PAY WITH

echeck

[Cancel Order](#)

Fill out the form (which depends on the selected payment method) and submit when completed.

IMPORTANT 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).

Camping and Recreational Vehicle Park Submitted

Confirmation

YOUR APPLICATION IS NOT COMPLETE AND A PERMIT CANNOT BE ISSUED UNTIL THE APPLICATION AND OTHER REQUESTED DOCUMENTS ARE ATTACHED BELOW.

IF THERE IS NO CHECKLIST OR DOCUMENTS ATTACHMENT SECTION HERE YOU ARE NOT REQUIRED TO ATTACH A DOCUMENT.

Thank you for using our online services. Your **Camping and Recreational Vehicle Park** has been submitted to **Environmental Health Section** program of NV DPBH. Your online transaction number is **175224**. If we need any additional information; we will contact you.

The payment receipt has been sent to: JROLLER@HEALTH.NV.GOV

If you would like to print your payment receipt: [click here](#)

To view the application summary: [click here](#)

Checklist

If you have scanned copy of supporting documents, please click on the Documents link to upload.

Item #	Credential Type	Item	View/Attach	Item Status
1	CAMPING AND RECREATIONAL VEHICLE PARK	Supplemental Application for Camping and Recreational Vehicle Park Click here for application.	Documents (0)	Pending
2	CAMPING AND RECREATIONAL VEHICLE PARK	Plot plan drawn to scale	Documents (0)	Pending
3	CAMPING AND RECREATIONAL VEHICLE PARK	Water source approval documentation	Documents (0)	Pending
4	CAMPING AND RECREATIONAL VEHICLE PARK	Sewage source approval documentation	Documents (0)	Pending
5	CAMPING AND RECREATIONAL VEHICLE PARK	Additional supporting documents	Documents (0)	N/A

[Return to Home](#)

[Logout](#)

When all required items are uploaded and/or reviewed, your application will be processed.

Returning to complete an application:

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

The screenshot shows the 'Online Licensing System' interface for the Nevada Division of Public and Behavioral Health (DPBH). At the top, there is a navigation menu with options: HCQC, Emergency Medical Services, Environmental Health (highlighted), Child Care, and Medical Marijuana. The main content area is titled 'Welcome to the online licensing and certification system for Environmental Health Program!'. On the left, there is a 'USER LOGIN' section with a yellow circle around it, containing fields for 'Login Name', 'Password', and a 'Login' button. Below the login fields, there is a note: 'Forgot Login/Password' and 'Password is case sensitive.' To the right of the login section, there is a 'NEW APPLICANTS APPLY HERE' section with links for 'Common Business Application', 'Temporary Food Permit', and 'Environmental Health Facility Licensees'. At the bottom, there are logos for accepted payment methods: VISA, MasterCard, and echeck.

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

The screenshot shows a vertical menu on the left side of the system. The menu items are: 'Contact Information', 'WHAT DO YOU WANT TO DO?', 'View Pending Online Application(s)' (circled in yellow), 'Renew', 'Apply for New License', 'Statement of Deficiency/OOC', 'Pay Invoice(s)', 'Remodel', 'Change Contact Information', 'View Credential(s)', and 'Change Password'. The 'Contact Information' section includes: Name: Chuck's Steakhouse, 222 steak road, Carson City NV 12345, Phone #: 111-111-1111, and Email: chuck@chuckssteakhouse123.net.

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

Pending / Incomplete Online Application(s)						
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Cottage Food Registration	451	10/02/2015	Review by State	Application Summary	View Details	Withdraw
Food Establishment	449	10/01/2015	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:

Pending Application Details				
Application Details				
Application Type	Transaction #	Current Step		
Camping and Recreational Vehicle Park	175224	Review by State		
Checklist				
If you have scanned copy of supporting documents, please click on the Documents link to upload.				
Item #	Credential Type	Item	View/Attach	Item Status
1	CAMPING AND RECREATIONAL VEHICLE PARK	Supplemental Application for Camping and Recreational Vehicle Park. Click here for application.	Documents (0)	Pending
2	CAMPING AND RECREATIONAL VEHICLE PARK	Plot plan drawn to scale	Documents (0)	Pending
3	CAMPING AND RECREATIONAL VEHICLE PARK	Water source approval documentation	Documents (0)	Pending
4	CAMPING AND RECREATIONAL VEHICLE PARK	Sewage source approval documentation	Documents (0)	Pending
5	CAMPING AND RECREATIONAL VEHICLE PARK	Additional supporting documents	Documents (0)	N/A

[Back To Pending Application List](#)