



## COMMISSIONERS OFFICE

PO BOX 176  
VIRGINIA CITY, NEVADA 89440  
Phone 775-847-0968  
Fax 775-847-0949

---

Folks,

On behalf of Storey County, we welcome you to be a part of the one of Virginia City's Special Events. We take pride in hosting many premier events and realize that you (event organizer/ promoter) add to the variety & uniqueness which makes these events successful.

Here in Storey County we strive to make the application process as easy as possible for you to put on an event. The only thing we ask in return is that you help us make a positive impact on our local merchants, hoteliers, and special attractions and to be timely with you're paperwork. Listed on the next page, is an overview of some of our guidelines.

**Please contact me prior to submitting any applications, as some forms may not be applicable to you're event.**

Best Regards,

A handwritten signature in black ink that reads "Deny Dotson".

Deny Dotson, *Director*

Community Services

PO BOX 176

Virginia City, Nevada

775-847-1114 phone

775-315-9969 cell

775-847-0949 fax

[DDotson@StoreyCounty.org](mailto:DDotson@StoreyCounty.org)



## COMMISSIONERS OFFICE

PO BOX 176  
VIRGINIA CITY, NEVADA 89440  
Phone 775-847-0968  
Fax 775-847-0949

---

### *Overview of Requirements:*

- Event applications need to be filed (60) days prior to the event with the County, accompanied by the appropriate fee (\$25.00) payable to Storey County.
- Events that are held on, or pass through, any Private Property, must have a private property owner's signed affidavit before any permit will be issued. Note: This includes authorization from Bureau of Land Management for any event that may impact Federal Lands.
- If you are conducting business, or if your business is based in Storey County, you must obtain a Storey County business license. A license is required for each location of business, and is not transferable to another individual.
- Short-term vendor permits must be made in writing on a County form at least fifteen (15) days prior to the special event. The total amount of fees due for the entire permit period must also be paid to Storey County at least fifteen (15) days prior to the special event.
- Proper sales tax reporting forms, for Storey Co., must be completed and filed with Nevada Department of Taxation prior to submitting application for a permit.
- Food concessions must comply with Nevada State Health Department standards.
- Proof of insurance must be submitted to the County Manager, or designee, at least fifteen (15) days prior to the event.
- You must have a current Storey County liquor license to serve alcohol at special events. All off-site liquor applications must be submitted to the Sheriff's Office (7) working days prior to the special event.
- Prior to submitting any documentation to Nevada Division of Transportation, concerning temporarily closure of any road, a parade application form must be filled out and attached to an approval letter from the Community Services Director. (This includes any significant deviation from applicable law; such as driving against normal traffic flows, unregistered vehicle access to public roads, etc.) Application must be accompanied with a \$25.00 check payable to Storey County.
- Filming applications need to be filed (15) days prior to the event with the County Manager, or their designee, accompanied by the appropriate fee (\$25.00) payable to Storey County.



## COMMISSIONERS OFFICE

PO BOX 176  
VIRGINIA CITY, NEVADA 89440  
Phone 775-847-0968  
Fax 775-847-0949

---

### ADDITIONAL CONTACT INFORMATION

#### STOREY COUNTY:

	Phone	Fax
-County Managers Office	775-847-0968	775-847-0949
-Sheriff's Office	775-847-0959	775-847-0924
-Community Development (Bus. License)	775-847-0966	775-847-0935
- Fire Department	775-847-0954	775-847-0987
- Website:	<a href="http://www.storeycounty.org">www.storeycounty.org</a>	

#### NEVADA DEPARTMENT OF TAXATION:

- Website	<a href="http://tax.state.nv.us/forms.htm#sutforms">http://tax.state.nv.us/forms.htm#sutforms</a>	<b>Carson City</b> Department of Taxation 1550 College Parkway Suite 115 Carson City NV 89706 (775) 684-2000 (voice) (775) 684-2020 (fax)
-----------	---	---

#### NEVADA SECRETARY OF STATE:

Nevada State Capitol Building 101 North Carson Street, Suite 3 Carson City, NV 89701 Phone: 775-684-5708 FAX: 775-684-5725* Website: <a href="http://www.sos.state.nv.us">www.sos.state.nv.us</a>
---

#### NEVADA DEPARTMENT OF TRANSPORTATION

Region 2 Main Office 310 Galletti Way, Reno, NV. 89431 775- 834-8330 Website: <a href="http://www.nevadadot.com">www.nevadadot.com</a>
---

#### NEVADA HIGHWAY PATROL

Reno Office on Kietzke 775-689-4604
--

#### NEVADA DEPARTMENT OF HEALTH

4150 Technology Way, Suite 101 Carson City, NV 89706 (775) 687-7571 (775) 687-7551 FAX Website: <a href="http://www.dhhs.nv.gov">www.dhhs.nv.gov</a>
--