



## CHURCHILL COUNTY PLANNING

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*Planning Commission  
Planning Department  
GIS Department  
Business License Dept.  
Zoning Enforcement*

June 10, 2008

RE: Bill 2008-B, Ordinance 101 for Churchill County

Dear Locksmith/Safe Mechanic Business Owner:

This letter is notification that per NRS 655.070, "every person who wishes to operate as a locksmith or safe mechanic must obtain a permit from the sheriff of the county in which his principal place of business is located" the Churchill County Commissioners approved Bill 2008-B, Ordinance 101 (new Churchill County Code 5.25) providing for the permitting of locksmiths and safe mechanics by the Churchill County Sheriff. You are required to provide a copy of your permit to the Planning Department that will be placed in your business license account file to show compliance with this requirement.

If you do not have a permit and your principal place of business is located in Churchill County, you are to apply for one from the Sheriff's Office at 73 ½ N Maine Street. A Churchill County business license is required to obtain the permit. Locksmiths and Safe Mechanics, whose principal place of business is outside of Churchill County, must apply for a permit from the Sheriff's Department in your jurisdiction.

The permit shall expire five (5) years from the date it was obtained and may be renewed. There is a non-refundable investigation and permit fee of \$75.00 for the first and renewed permits. The holder of the permit must maintain the permit in his personal possession at all times. If you have any questions, please contact the Churchill County Sheriff's Office at 775-423-3116.

Sincerely,

A handwritten signature in black ink that reads "Diane Moyle". The signature is written in a cursive style.

Diane Moyle  
Clerical Specialist/Business License Administrator

DOC # 401147

06/06/2008

03:35 PM

Official Record

Recording requested By  
CHURCHILL CO CLERK/TREASURER

Churchill County - NV

Vicky Tripp - Recorder

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Recorded By: TM RPTT:



401147

**BILL 2008-B**

**Ordinance 101**

**TITLE: AN ORDINANCE PROVIDING FOR THE PERMITTING OF LOCKSMITHS AND SAFE MECHANICS BY THE CHURCHILL COUNTY SHERIFF AS PROVIDED FOR BY NRS 655.010 *et seq.***

**SUMMARY: NRS 655.070 PROVIDES THAT EVERY PERSON WHO WISHES TO OPERATE AS A LOCKSMITH OR SAFE MECHANIC MUST OBTAIN A PERMIT FROM THE SHERIFF OF THE COUNTY IN WHICH HIS PRINCIPAL PLACE OF BUSINESS IS LOCATED. THIS ORDINANCE PROVIDES FOR THE PERMITTING PROCESS AND ALSO SPECIFIES THE AMOUNT OF FEES FOR ISSUANCE AND RENEWAL OF A PERMIT AND RELATED MATTERS.**

**WHEREAS,** NRS 655.070 states that "[e]very person who wishes to operate as a locksmith or safe mechanic must obtain a permit from the sheriff of the county in which his principal place of business is located; and,

**WHEREAS,** because of nature of the locksmith and safe mechanic trades, implicating concerns as to public safety and protection, Churchill County has an important governmental interest in the permitting of persons engaged in such activity; and,

**WHEREAS,** an ordinance made and approved pursuant to NRS 655.070 must specify fees for the issuance and renewal of a permit.

**NOW, THEREFORE,**

**THE BOARD OF COUNTY COMMISSIONER TO HEREBY ORDAIN AS FOLLOWS:**

**CHAPTER 5.25****LICENSING AND PERMITTING OF LOCKSMITHS AND SAFE MECHANICS****Sections:**

**5.25.010. Definitions:** *As used in this chapter, unless stated otherwise herein, the following definitions shall apply:*

- A. *"County Commissioners", "County Commission" , or "Commission" defined.*  
*"County Commissioners", "County Commission", and "Commission" means the board of county commissioners for Churchill County, Nevada.*
- B. *"Key" defined. "Key" means a mechanical device used for operating a lock and includes, but is not limited to:*
1. *A change key or a key designed to operate a specific lock.*
  2. *A manipulation key or a key designed so that when variously positioned in the keyways of locks will operate the locks.*
  3. *A master key or a key designed to operate a series of locks which are individually operated by change keys.*
  4. *A tryout key or a key that will operate a series of locks in a larger series of locks.*
- C. *"Lock" defined. "Lock" means a mechanical device furnished with a spring and a bolt or with a similar contrivance used for fastening a door, strong box or other object and opened by means of a key or combination.*
- D. *"Locksmith" defined. "Locksmith" means a person whose occupation consists,*



*in whole or in part, of:*

1. *Making, repairing or adjusting locks; or,*
2. *Operating locks by mechanical means other than those intended by the manufacturers of the locks.*

E. *"Permit" defined. "Permit" means a permit to operate as a locksmith or safe mechanic.*

F. *"Safe Mechanic" defined. "Safe mechanic" means a person whose occupation consists in whole or in part of repairing, operating, adjusting or changing combinations on safes or vaults.*

G. *"Sheriff" defined. "Sheriff" means the sheriff of Churchill County, Nevada or his designated representative.*

**5.25.020. Permit Required.** *Every person who wishes to operate as a locksmith or safe mechanic must obtain a permit from the sheriff of the county in which his principal place of business is located.*

**5.25.030. Confidentiality of Information.** *All information relating to any applicant acquired under this Chapter shall be deemed confidential*

**5.25.040. Permit Application Contents.** *On a form approved by the sheriff, every person wishing to operate as a locksmith or safe mechanic shall provide the following information:*

- A. *Names, ages and addresses of all persons who have or will have any financial or ownership interest with the applicant.*
- B. *Names, ages and addresses of all persons who are or will be personally responsible for the conduct or management of the locksmithing or safe mechanic*



*operations of the applicant.*

- C. *A recent photograph and complete set of fingerprints of the applicant and all other persons described in paragraphs A and C of this Section.*
- D. *Names and addresses of every other business in which the applicant has any financial interest.*
- E. *Names and addresses of all employers of the applicant in the preceding ten (10) years including an explanation of job qualifications.*
- F. *All of the applicant's addresses for the preceding ten (10) years.*
- G. *A list of all prior convictions of the applicant for any crime, excluding minor traffic offenses, which list shall include a statement of the offense, the place of the occurrence, the date of the occurrence, and the disposition of the case.*
- H. *Complete federal income tax returns for the two (2) filing years immediately prior to the application.*
- I. *The street address of the property upon which the proposed operation is to be conducted, together with a copy any documents reflecting an ownership or non-possessory interest in the property, together with a list of persons bearing any interest in the subject property.*
- J. *An executed comprehensive release authorizing the investigating authority to obtain any and all information deemed pertinent to the granting of a permit.*
- K. *A proposed plan as to how the applicant may be contacted at times and places other than normal business hours.*
- L. *Any other information that the sheriff reasonably necessary for a full and*



*complete application.*

*The sheriff may exclude information described in this Section where the same is not deemed necessary for a full and complete application.*

**5.25.050. Investigation.** *The sheriff shall conduct a full investigation of all information contained in the application. The investigation shall include, without limitation, the following:*

- A. A complete check of all records of the Federal Bureau of Investigation and any other organization or repository of information bearing any criminal records relating to an applicant.*
- B. A personal interview with the applicant.*
- C. An interview of any persons described in Section 5.25.040 of this Chapter.*
- D. An investigation of financial statements or tax returns and other background information provided by the applicant.*
- E. Any other investigation deemed reasonably necessary for a full and complete decision on an application.*

*An investigation performed under this Section must be completed no later than Sixty (60) days after presentation of an application to the sheriff. The sheriff shall issue a permit to each applicant who qualifies under this Chapter as a locksmith or safe mechanic. The sheriff may, from time to time, promulgate written rules and regulations governing permits issued under this Chapter.*

**5.25.060. Requirement for Business License.** *No permit shall be granted an applicant under this Chapter unless the applicant shall have first obtained a business license as provided for Chapter 5.04 of this Title.*



**5.25.070. Renewal.** A permit issued under this Chapter shall expire five (5) years from the date it was obtained and may be renewed.

**5.25.080. Investigation and Permit Fees.** An applicant shall make payment to the sheriff, in a form and manner directed by the sheriff, the following fees:

A. Non-refundable Investigation and permit Fee: \$75.00.

B. Renewal Permit Fee: \$75.00.

**5.25.090. Revision to Investigation and Permit Fee Schedule by Resolution.** The Board, upon recommendation made by the sheriff, may from time to time revise the investigation and permit fee schedule described in Section 5.25.080 hereof by resolution.

**5.25.100. Duty to Maintain Permit in Personal Possession.** The holder of a permit granted under this Chapter must maintain the permit in his personal possession at all times.

**5.25.110. Duty to Report.** The holder of a permit shall report any change of address of his principal place of business to the sheriff within ten (10) days after the change occurs.

**5.25.120. Unlawful Acts; Penalties.** Any person who violates any provision of this chapter shall be punished as provided for by NRS 655.080.



401147

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Proposed on the 5th day of June, 2008.

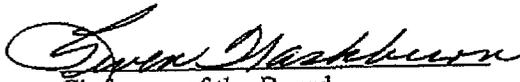
Proposed by Commissioner: Norman Frey

Passed: On the 5th day of June, 2008.

Vote:	Ayes:	Commissioners <u>Norman Frey, Lynn Pearce and Gwen Washburn</u>
	Nays:	Commissioners _____
	Absent:	Commissioners _____

Attest:

  
\_\_\_\_\_  
County Clerk

  
\_\_\_\_\_  
Chairman of the Board

This ordinance shall be in force and effect from and after the 19th day of June,  
month of June of the year 2008.