



Finance Department  
Occupational License Office

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January 1, 2026

Dear Community, Nonprofit leaders,

On June 04, 2024, the City of Henderson voted to amend the local ordinance (Ordinance 23-24), regarding Chapter 21-Taxation, Article III- Business and Occupational License Fees. This amendment affects Nonprofit Organizations holding vendor events.

A Nonprofit organization now has the option of purchasing an Event Business License at the time it obtains its Special Event Permit.

The Event Business License would cover the Application Fee for Vendors participating in that one specific event. Event coordinators are required to provide a list of all participating vendors to the Occupational License Office 30 days prior to the event. Nonprofit events that have less than 12 vendors would incur the cost of \$150 for an Event Business License and events with 12 or more vendors would incur the cost of \$300. ALL vendors are required to complete the Event Business License Application, prior to the event with no application fee being submitted by the vendor. In addition, each vendor is required to file a yearly Net Profit Tax Return on their business activity in the City of Henderson and file payroll withholding for employees earning a salary as has been required in the past.

If a Nonprofit decides they do not wish to purchase the Event Business License for their event, then ALL vendors are required to complete the Occupational License Application(form OLA) and submit the \$25 Application Fee a minimum of 7 days before the Event is held and are subject to the same Net Profit Tax Return filings on business activity and Payroll withholding filings as all vendors.

Please note that on the day(s) of the event all Occupational Licenses should either be posted or available for an Occupational License Representative to have access to if requested.

The Occupational License Office has packets available for Event Coordinators that contain the Event Business License Applications as well as any other paperwork that may be needed.

We are excited that you are hosting your event here in Henderson! The Occupational License Office would be happy to answer any additional questions or assist with the process if needed. Please reach out to Andrea Gibson, Occupational Tax Administrator, for further assistance.

Sincerely,

Andrea Gibson  
Occupational Tax Administrator  
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