



**NEBRASKA GROCERY INDUSTRY ASSOCIATION, INC.**

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**Lincoln, Nebraska 68516-3301**

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**Nebraska Store Opening Checklist**

If you are opening a new store or purchasing an existing location, Nebraska statute requires that you obtain licenses and permits. NGIA has provided the following guideline. Please note, local ordinances may require additional licenses or permits. If you have other licenses or permits, we would encourage you to apply for them prior to your store opening.

- **Nebraska Department of Agriculture:** <http://www.nda.nebraska.gov>. (402) 471-6814
    - Food Establishments
    - Weights & Measures

Go to the website. In the green bar across the top of the page, click on Food Safety & Consumer Protection. A drop-down menu will allow you to choose Dairy, Food or Weights & Measures

  - Click the following links to local health departments to license food establishments (grocery stores or restaurants) in [Lincoln](#), [Omaha](#), [Grand Island](#) or [Hastings](#).
- **Lottery license:** Complete the application online at: [www.nelottery.com](http://www.nelottery.com). Go to the first bar across the top of the page and click on the Retailers tab. The retailer application can be found in the drop-down menu. For assistance call 402-471-6100 or 800-587-5200
- **WIC application:** (402) 471-2781 for an application; handbook can be found online at <http://dhhs.ne.gov/publichealth/Pages/WICVendorHandbookAndUpdates.aspx>
- **Liquor license:** <http://www.lcc.nebraska.gov>. Retailers must contact local government (village, town or city) in addition to state: (402) 471-2571
- **State Fire Marshall:** [www.sfm.nebraska.gov](http://www.sfm.nebraska.gov). 402-471-2027 - when ownership changes, those locations with a liquor license are required to be inspected by the State Fire Marshall. The Liquor Control Commission will contact the State Fire Marshall to set up the inspection. The State Fire Marshall must be contacted prior to the start of any remodel or any new construction.
- **State Patrol:** 402-471-4545
- **Retail cigarette license:** issued at local, city or county levels – city government (county or city clerk)
- **SNAP (Food Stamp) retailer:** <http://www.fns.usda.gov/snap/retailers-0>
- **Retail pharmacy:**  
[http://dhhs.ne.gov/publichealth/Pages/crl\\_medical\\_pharm\\_pharmfac\\_communitypharm.aspx#Application/LicenseRequirements](http://dhhs.ne.gov/publichealth/Pages/crl_medical_pharm_pharmfac_communitypharm.aspx#Application/LicenseRequirements) (or go to [www.dhhs.ne.gov](http://www.dhhs.ne.gov) and type “retail pharmacy application” in the search box)
- **Hunting or fishing licenses:** (402) 471-5563 and inform them that you would like to become a vendor
- **Nursery license (plants):** (402) 471-2394
- **NE Department of Revenue:** <http://www.revenue.nebraska.gov/>
  - Tax payer assistance line: (402) 471-5729, Ext. 2
    - State business tax application (Form 20)
    - Also referred to as: Retailer Sales Tax License
      - Income tax withholding certificate
      - Sales Tax permit or withholding permit
- **Unemployment Office – Department of Labor:** (402) 471-9982 for unemployment insurance account number.
  - New store (new employer): Tax Application Form 1 must be filed after store opening unless new store is opened by an existing corporation. Application for unemployment tax purposes is not necessary for an existing corporation.
  - Purchase active store (Successor) – Tax Application Form 1 must be filed immediately. Visit [www.revenue.nebraska.gov](http://www.revenue.nebraska.gov), click on “UI Connect” and it will take you to the application.
- **Federal Employer Identification Number:** [www.irs.gov](http://www.irs.gov) and in the search box enter employer ID number
- **Nebraska Recycling Fee, Dept. of Revenue:** 402-471-5729 or 800-742-7474