

BUSINESS REGISTRATION REQUIREMENTS

1. Every building or office space must go through a yearly fire inspection.
Contact your local Fire Dept.
2. Every commencing business must apply for a NM State Tax ID (CRS) Number.
Contact State of New Mexico – This can be done online at www.tax.newmexico.gov and register your business online.
3. Complete and return the business registration application.
Obtain from P & Z Office
4. Provide copies of the Fire Inspection Report and NM State Tax ID (CRS) Number.
Return to P & Z Office
5. The Planning and Zoning Officer must provide zoning approval
6. Once approved, applicant shall pay a \$35.00 fee to the Finance Dept.
Located in the Water Dept.
7. The Planning and Zoning Officer will mail the Business Registration to the indicated address within 10 working days.

If your business is a specialty as listed below other documentation will be needed.

Restaurant

Copy of NM ED Certificate

Cosmetologist

Copy of NM State Cosmetology License

Tattoo Artist

Copy of ED Certificate

Copy of NM State Cosmetology/Tattoo License

Car Dealership

Copy of NM State Dealership License

Grocery Store/C-Store

Copy of NM ED Certificate

Tobacco Sales/Smoke Shop

Copy of NM State License

Pub/Bar

Copy of NM State Liquor License

