



CITY OF RIO COMMUNITIES  
360 Rio Communities Boulevard  
Rio Communities, NM 87002  
505-861-6803



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## BUSINESS REGISTRATION APPLICATION

### Instructions for Completing Application

- 1. Check the appropriate box indicating the type of business.
- 2. Enter the information for the business and the business owner.
- 3. Enter the state tax id number for the business. Information on obtaining a tax id can be found at <http://www.tax.state.nm.us/BizPge.htm>
- 4. If the state of New Mexico requires a license for your business to operate, provide the ID#.
- 5. Obtain the signature of the property owner where the business will be conducted, if property owner is different than the applicant.
- 6. Present the application form to the Municipal Clerk at City Hall. This will trigger Code review, building and zoning code compliance, and fire inspection.
- 7. The Code Enforcement Officer may contact you to schedule a building inspection.
- 8. The Fire Inspection Officer will contact you to arrange a fire safety inspection.
- 9. The New Mexico Environmental Department may call to arrange a food safety inspection, and a Grease trap inspection if necessary.
- 10. Submit Home Occupation permit if required.
- 11. Read parking requirements and restrictions.
- 10. Submit completed sign permit, no charge, signs prior to Jan 01, 2015 are grandfathered.
- 12. Sign and date the application.
- 13. The Municipal Clerk will contact you to pick up your paperwork.
- 14. Pay the required fees (\$35.00) and receive a receipt. At this point a business license will be given to you.
- 15. You may choose to do these last two steps by mail.
- 16. Post the business license in a conspicuous location at the place of business.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

Bob Skerry  
City Manager

[BSkerry@riocommunities.net](mailto:BSkerry@riocommunities.net)

Lisa Adair  
Municipal Clerk

[admin@riocommunities.net](mailto:admin@riocommunities.net)

City Code Enforcer

[Code.Enforcer@riocommunities.net](mailto:Code.Enforcer@riocommunities.net)