

City of Rio Communities, NM

Application for Business Registration Form

Instructions:

1. Please fill out pages 1 and 2 ONLY.
2. If you don't have a CRS number, you can obtain one on-line at the state by going to:
(www.tax.newmexico.gov/businesses/register-your-business.aspx).
3. Provide a simple drawing of your business building below.
4. Page 3 is for office use only!
5. Bring the completed packet to City Hall and pay fee:
New registration \$35.00 Renewal Registration: \$35.00 After 3/15/18 \$45.00
7. City Hall will notify you, when your license is ready.

FOR FIRE INSPECTION:

Please provide a simple drawing giving outside dimensions of building. Include dimensions of the area of the building in which you are conducting business. Please mark exits. How many stories is building structure? _____

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New Renewal
Permit # _____

Choose One by checking appropriate Box

- Home Occupation (Municipal Code Chapter 4, Article 7)
- Business within City commercial/industrial zones(City Code Chapter 4, Article 3)

Business Name:	Business Owner's Name:
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Location of Business: _____

Address of Business Owner: Street: _____

City: _____ State: _____ Zip _____

Business Phone:	Cell #:	E-mail	Fax
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NM CRS #	Business Product & Activity	State License #
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Business Is: (Circle One): Individual Partnership Corporation LLC

Expected Business Hours: _____

Building is used for: _____

Property Owner Name (if different than applicant)	Property Owner Mailing Address (if different than applicant)
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Home Occupations Only:

Customers coming to home? (Circle one): Yes No

Anticipated traffic/day: _____ # of employees: _____

Will Sign be placed in window? (Circle One) Yes No

Any manufacturing on site? (Circle One) Yes No

Will merchandise be sold at site? (Circle One) Yes No

Will stock/merchandise be stored at the site? (Circle One) Yes No

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DO NOT WRITE BELOW THIS LINE

Code Compliance and Zoning Approval:		Planning and Zoning or or Code Enforcement	
Zoning District:		Fee for review:	
<small>(The business is a permitted use, approved conditional use or approved special use in this location.)</small>			
Print Name & Title		Signature	Date
City Building Inspection:			
<small>(Must be filled out by City Building Inspector or Code Enforcement Officer for Rio Communities, NM)</small>			
Fee for Building Inspection		\$0.00	
Building Inspection			
Print Name & Title		Signature	Date
Fire Inspection :			
<small>(Must be filled out by Fire Department Representative for Rio Communities, NM)</small>			
Fee for Fire Inspection		\$0.00	
Fire Inspection			
Print Name & Title		Signature	Date
<input type="checkbox"/> Food and Beverage Inspections:			
<small>(State of NM Environmental Dept.)</small>			
Fee for Food and Beverage Inspection:			
Restaurant Inspection			
Print Name & Title		Signature	Date
<input type="checkbox"/> Grease Trap Inspection:			
<small>(State of NM Environmental Dept.)</small>			
Fee for Grease Trap Inspection:			
Grease Trap Inspection:			
Print Name & Title		Signature	Date