

## **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](http://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

