



City of Belen  
100 South Main Street  
Belen, New Mexico 87002  
505-966-2739

**Permit Fee: \$35.00**

## Business Registration Application

Initial \_\_\_\_\_ Renewal \_\_\_\_\_

Name of Business : \_\_\_\_\_ Corporate Name: \_\_\_\_\_

Business Location Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_

Applicant is : Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation: \_\_\_\_\_

Name of Owner (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/ Zip code: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

State of New Mexico Tax ID Number : \_\_\_\_\_

If you have no tax ID number, attach evidence of application for one.

Do you have signage, or are you going to construct signage: Yes: \_\_\_\_\_ No: \_\_\_\_\_

**If yes, a sign permit application must be filled out.**

You are hereby notified that in accordance with Belen Municipal Ordinance 1995-05, the "Sign Ordinance" you are required to first apply for a sign permit prior to the placement of any new signage within the municipal limits of Belen.

A Business Registration Fee is required for any and all businesses conducted business within the municipal city limits of Belen. The Business Registration fee should be made payable to the "City of Belen," and returned with said application to the Planning and Zoning Department at Belen City Hall, 100 South Main Street, Belen, New Mexico 87002, in the amount of \$35.00 per year pursuant to 3-38-3, NMSA (1978, as amended)

A late fee of \$10.00 will be assessed for failure to make payment on or before March 15th of each year pursuant to 3-38-5.

Signature of Business Owner: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Municipal Regulation Specialist: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Permit #</b>