



VILLAGE OF RUIDOSO

313 Cree Meadows Drive

Ruidoso, NM 88345

(877)-700-4343 or (575)-258-4343, Fax (575)-258-4367



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. Obtain the signature of the property owner where the business will be conducted, if property owner is different than the applicant.
5. Present the application form to the Planning Department so they can verify that there are no code violations and that the business is permitted where proposed.
6. Contact the Building Official to arrange a building inspection & a grease trap inspection, if necessary.
7. Contact the Fire Chief or Fire Marshal to arrange a fire safety inspection.
8. Contact the New Mexico Environment Department to arrange a food safety inspection, if necessary.
9. Sign and date the application.
10. Submit the completed application to the Planning Department for final processing.
11. Pay the required fees and receive a receipt. The receipt is your temporary business registration and must be posted at the place of business until the official business registration is received
12. Receive business registration certificate in the mail.
13. Post the business registration in a conspicuous location at the place of business.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

Tawnya Lucero,
Permit Technician/Administrative Assistant
tawnyalucero@ruidoso-nm.gov

Phone Ext. 1065

Bobbye Rose
Community Development Coordinator
bobbyerose@ruidoso-nm.gov

Phone Ext. 1060

VILLAGE OF RUIDOSO BUSINESS REGISTRATION APPLICATION

ONE OF THE FOLLOWING 3 BOXES MUST BE CHECKED:

<input type="checkbox"/> Home Occupation (Village Code Chapter 54, Division 6)			
<input type="checkbox"/> Business within Village commercial/industrial zoning district (Village Code Chapter 54, Division 3)			
<input type="checkbox"/> Out of Town Business (no physical location within the Village)			
Business Name		Business Owner's Name	
Physical Address within Village		Business Mailing Address (including City, State, and Zip Code)	
Phone	Cell	Email	Fax
NM Tax ID #	Business Product & Activity		
Property Owner Name (if different than applicant)		Property Owner Mailing Address (if different than applicant)	

Property Owner Statement: I am the legal owner of the above referenced property and give permission to use the property.

_____ _____ _____
 Print Name (Property Owner) Signature Date

Applicant is responsible for obtaining signatures documenting all required inspections:

Code Compliance and Zoning Approval: Call Planning Department at (575) 258-4343, Ext. 1065
 Zoning District: _____ (The business is a permitted use or approved conditional use in this location.)

_____ _____ _____
 Print Name and Title (Planning Dept.) Signature Date

Building Inspection (required for a business located in a permanent structure): Call (575)258-4343, Ext. 2222

_____ _____ _____
 Print Name and Title (Building Inspector) Signature Date

Fire Safety Inspection (required for a business located in a permanent structure): Call Fire Dept. at (575) 257-4116

_____ _____ _____
 Print Name and Title (Fire Dept.) Signature Date

FEE FOR FIRE CODE INSPECTION, PER VILLAGE OF RUIDOSO MUNICIPAL CODE: \$ _____

Grease Trap Inspection: If necessary will be inspected at time of Building Inspection: Call (575)258-4343, Ext. 106?

_____ _____ _____
 Print Name and Title (Sewer Dept.) Signature Date

Food and Beverage Inspections (required for sellers of perishable items): Call NM Environment Dept. at (575) 258-3272

_____ _____ _____
 Print Name and Title Signature Date

Applicants confirm that statements on this application are true and correct to the best of their knowledge and they agree to comply with the requirements of the Village of Ruidoso Municipal Code of Ordinances.

_____ _____ _____
 Print Name Signature Date

Business fees vary according to type of business and are non-transferable. Annual renewal fee is due 30 days prior to expiration. Applicant is responsible for ensuring that business complies with all relevant federal, state and local regulations. Issuance of this business registration does not imply that all such requirements have been met.