

## BUSINESS REGISTRATION APPLICATION INSTRUCTIONS

1. Complete all information required. (Reference the Village Code Ch. 26, Article II) to verify that there are no code violations and that the business is permitted where proposed. The Business Registration is subject to approval by the Community Development Department, if the business type is not permissible in the specified zoning district the Business Registration will be denied.
2. Check the appropriate box indicating the type of business.
  - a. **Home Occupation** (Village Code Chapter 54, Article II, Division 6)
  - b. **Business within the Village of Ruidoso** (Village Code Chapter 54, Division 3)
  - c. **Out of Town Business** (no physical location within the Village)
3. The NM CRS (tax) ID number for the business is the NM gross receipts tax number. You must obtain a NMCRS ID Number before obtaining a Business Registration. **Supply a copy of the NM Tax and Revenue form with completed Business Registration Application to the Community Development Department.** (Information on obtaining a CRS (tax) ID can be found at [https://tap.state.nm.us/tap/\\_/#1](https://tap.state.nm.us/tap/_/#1) Contact New Mexico Taxation and Revenue, Roswell Office, at 575-627-2900).
4. If property owner is different than the applicant, obtain the signature of the property owner.
5. Sign, Date and Submit the completed application to Community Development Department for approval.

### **IF YOU ARE OPENING A BUSINESS LOCATION WHERE THE PUBLIC / CUSTOMERS**

#### **VISIT, Follow Steps 6,7 and 8 if applicable.**

6. To request a Building Inspection (required) call 575-258-6996. (Reference Village Code Ch. 42, Article II)
7. To schedule Fire Inspection (required) call the Ruidoso Fire Department at 575-257-4116. **This application must be on-site at the time of the inspection.**
8. If your business will be preparing food, call 575-257-2386, ext. 2052 for a Grease Trap Inspection. *ALSO Contact the New Mexico Environment Department at 575-258-3272 to arrange a food safety inspection.* **This application must be on-site at the time of the inspection.**

**Application Fee is \$35. Fire Inspection Fee is \$25.**

**Annual Renewal fee of \$35 is due 30 days prior to expiration.**

(Business fees vary according to type of business and are non-transferable.)

**\$10 late fee will be added if Business Registration is more than 30 days past expiration date.**

**Fire Inspection (if applicable) \$25.00. IF Fire Inspection is complex this fee might be more.**

**If you have any questions, 575-258-4343 or [COMMUNITYDEV@RUIDOSO-NM.GOV](mailto:COMMUNITYDEV@RUIDOSO-NM.GOV)**

