



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/> Contact New Mexico Taxation and Revenue, Roswell Office, at 575-627-2900).
4. If your business is within the Village commercial/industrial zoning district, please provide the number of parking spaces and handicapped parking spaces.
5. If property owner is different than the applicant, obtain the signature of the property owner.
6. Sign, Date and Submit the completed application to Community Development Department for approval via in person or email communitydev@ruidoso-nm.gov

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

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

7. To request a Building Inspection (required) call 575-258-6996. (Reference Village Code Ch. 42, Article II)
8. 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.**
9. 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

BUSINESS REGISTRATION APPLICATION

ONE OF THE FOLLOWING 3 BOXES MUST BE CHECKED:

<input type="checkbox"/>	Home Occupation (Village Code Chapter 54, Article II, 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	Contractor License #
NM CRS ID # (form must be provided)	Business Product & Activity		
Property Owner Name (if different than applicant)		Property Owner Mailing Address (if different than applicant)	
Number of Handicapped Parking Spaces:		Total number of Parking spaces:	

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

_____ Signature _____ Date _____
 Print Name (Property Owner)

_____ Signature _____ Date _____
 Print Name and Title (Community Dev. Dept.)
Applicant confirms 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.

_____ Signature _____ Date _____
 Print Name
 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.

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

Applicant is responsible for obtaining the following applicable inspections and signatures.

Building Inspection (required for a business located in a permanent structure):

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

Fire Inspection (required for a business located in a permanent structure):

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

Grease Trap Inspection:

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

Food & Beverage Inspections NMED (all sellers of perishable items):

_____ Signature _____ Date _____
 Print Name and Title

Community Development Department: Zoning District: _____ Planning Approval Planning Denial
 The business is a permitted use or approved conditional use in this location.

_____ Signature _____ Date _____
 Print Name and Title