City of Rio Rancho - Office of the City Clerk
Application for Business Registration
3200 Civic Center Circle NE, Rio Rancho, NM, 87144
Phone: (505) 891-5004 • Fax: (505) 994-2557

Please complete all the information on this form as completely and accurately as possible by typing or using blue or black ink. Please contact us at (505) 891-5004 with any questions.

SECTION 1 - BUSINESS INFORMATION

FEE: $35.00

Type of Business: Commercial ☐ Home Occupation ☐ Non-Profit ☐ Out of City ☐

Business Name: _____

Primary Contact: _____
First Name Last Name Title

Physical Address: _____
Street City/State Zip

Mailing Address: _____
Street City/State Zip

Phone #: _____ **E-Mail:** _____

SECTION 2 - CORPORATION/TAX INFORMATION

NM CRS/TAX ID NUMBER ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Type of Ownership: _____
Corporation/LLC/Partnership/Sole Proprietor/Non-Profit/Etc.

Nature of Business: _____

Primary Business Type:

☐ Construction ☐ Manufacturing ☐ Retail ☐ Wholesale Trade

☐ Personal Service ☐ Business Service ☐ Other (Please specify:) _____

_____

SECTION 3 - CORPORATE PERSONNEL

Owner/CEO: _____
First Name Last Name Title

Physical Address: _____
Street City/State Zip

Other Officer: _____
First Name Last Name Title

Physical Address: _____
Street City/State Zip

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SECTION 4 - ADDITIONAL REQUIREMETS

1. Have You Completed the Wastewater Survey? ☐ Yes ☐ No ☐ N/A
   (Not applicable for home-based businesses)
2. Do you Handle Hazardous, Toxic, or Radioactive Materials? ☐ Yes ☐ No
3. Does Your Business require Any of the Following Permits/Licenses:

   ☐ New Mexico Environment Department Food Permit

   ☐ Federal Environmental Protection Agency Permit(s)

   ☐ A Contractor's License Issued by the state of New Mexico

   ☐ Medical/Pharmaceutical License(s)

   ☐ Other state or federal license (please specify): _____

If you answered yes to any of the above, please attach a copy of the permit/license.

SECTION 5 - SIGNATURE OF APPLICANT

By signing this form, I attest that the information I have provided herein is true and accurate to the best of my knowledge. I certify that I am authorized to sign the same as an agent on behalf of the above stated business. I agree to pay all associated fees for my registration including: the annual business registration fee, applicable fire inspection fees, and other applicable permit fees as required by the city of Rio Rancho. I understand that I must file any changes to my business status, operations, and/or contact information with the City Clerk's office in a timely manner.

Signature: _____ Date: _____
Must be an owner, partner, or corporate officer of the organization

Printed Name: _____ Title: _____

SECTION 6 - APPROVALS (CITY USE ONLY)

Zoning Approval: ☐ Approved ☐ Not Approved | Current Zoning

Zoning Specialist _____ Date _____ | _____

Fire Inspection: ☐ Approved ☐ Not Approved | Date of Inspection

Rio Rancho Fire Marshall _____ Date _____ | _____

Building Inspection: ☐ CO Approved ☐ CO Not Approved | Date of Inspection

Building Inspection Division Manager _____ Date _____ | _____

Once completed, please return this form to the Office of the City Clerk:
3200 Civic Center Circle NE, Rio Rancho, NM 87144. (Rev. 1-13)