



BUSINESS APPLICATION INSTRUCTIONS

Prior to engaging in any business within the City limits of Alamogordo, a person is required to register with the City Clerk's office and pay an annual \$35.00 registration fee for each location.

Prior to January 31 of each year, any person engaging in business within the City limits shall apply for renewal of any applicable business registration.

Application for a City Business Registration requires full completion prior to submission. For questions regarding the application form, please contact the City Clerk's office for assistance. Business Registration application packets are available at the City Clerk's office from 8:00 a.m. to 5:00 p.m. (closed for lunch 12 p.m. to 1:00 p.m.) Monday through Friday (except Holidays) and can also be obtained on the City website <https://ci.alamogordo.nm.us/151/Business-Registrations-Special-Licenses-> .

Application for Business Registration check list:

- Applicants must be registered with the State of New Mexico and have a New Mexico Business Tax I.D., also known as the BTIN, prior to applying for a City Business Registration.
 - o You may obtain a number at <https://tap.state.nm.us> or by calling (575) 524-6225
- If licenses are required by the State of New Mexico for the type of work you propose to do, those licenses must be obtained prior to applying for a City Business Registration and a copy of the State license must be included with your application. Application for those licenses must be obtained from the appropriate State Agency. You may get more information from the New Mexico Regulation and Licensing Department at <http://www.rld.state.nm.us> or contact them at (505) 476-4500 for assistance.
- Filled out business registration form.
- Filled out Home Occupation form (if applicable).
 - o If conducting a Home Occupation on property not owned by the applicant, a letter of permission from the property owner must be attached to the application, to include contact information.

Helpful information

1. Some types of businesses may not be allowed within specific zoning districts. Approval of a Business Registration does not constitute permission from the City to operate any business in violation of the Zoning Ordinances, other Ordinances of the City, or other State or Federal laws or regulations governing the operation proposed.
2. A Home Occupation business must be conducted by a family member residing upon the premises. No sign or other advertising display other than one non-illuminated sign attached to the building entrance which is not more than one square foot in size; provided that no commodity is sold upon the premises except that which is prepared thereon; provided that no person is employed other than a member of the immediate family residing thereon; and provided that no mechanical equipment is installed or used

except such as is normally used for domestic or household purposes.

3. An Address of Record refers to a permanent address for "the public record" when the actual work or business is conducted at a different non-permanent location.
4. Any change to a business requires that an amendment application be submitted to the City Clerk's office for approval at the time of the change.
5. Each independent agent/consultant of a parent company must maintain a City Business Registration unless a blanket registration is maintained by the company (e.g., booth rental, Avon, etc.).

The completed application for a City Business Registration may be submitted to the City Clerk's office in person or by mail, along with the registration fee of \$35.00. Please allow at least fifteen business days to process your application for a Business Registration. You may not engage in business activity until your application has been approved. You may call the City Clerk's office to inquire on the status of your application. If your application is denied, City Staff will notify you.

A City Business Registration Certificate will be mailed to you within 30 days of the approval of your application. The Certificate must be posted on the premises. Duplicate certificates cost \$10.00.

Special Business Licenses

There are several types of businesses that require a City Business License rather than a Business Registration. These types of businesses require an investigation of the applicant and other special requirements such as bonds, certificates of insurance, State liquor licenses, etc. The fees for these licenses range from \$35.00 to \$250.00. Applications and information regarding Business Licenses may be obtained from the City Clerk's Office.

- Alcoholic Beverages
- Auctioneer
- Carnival
- Circus
- Commercial Solicitor/Peddlers
- Firework Sales and/or Display
- Food Vendor
- Pawnbrokers and Secondhand Dealers
- Security Agencies - Private Detective and Special Policeman
- Vehicles for Hire

Other City Permits may be required in addition to a Business Registration or Business License.



Business Registration Application

1376 East Ninth Street/ Alamogordo, NM 88310 / (575) 439-4100

A separate Business Registration form must be completed for each business and location prior to issuance of a Business Registration by the City. Registrations must be approved before conducting business. The Business Registration fee of \$35.00 per year for each business location cannot be prorated. All registrations expire December 31st of the current calendar year and must be renewed before January 31st of the new year. A fee of \$10.00 will be added to each late renewal. This application will not be processed if any areas are left blank or not checked off.

Initial Amendment

Name of Business _____

Business Location (Street Address) _____ Inside City Limits? Yes No

Mailing Address _____ City _____ State _____ Zip _____

Business Telephone (_____) _____ Emergency Telephone (_____) _____

Email Address _____

Application For: (Check One) Sole Proprietor Partnership Corporation LLC

Sole Proprietor: Owner _____ Telephone # _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Partnership: Partner _____ Telephone # _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Partner _____ Telephone # _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Corp./LLC: President/CEO _____ Telephone # _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Registered Agent _____ Telephone # _____ Date Birth _____

Address _____ City _____ State _____ Zip _____

Specific Nature of Business (Describe in detail the type of service and/or product(s) to be sold, etc.) _____

A letter of permission from the property owner must be attached to application if conducting a Home Occupation on property not owned by the applicant.
Home Occupation? Yes No Address of Record? Yes No (see instruction sheet for definitions)

If doing business from a vehicle, list the vehicle license plate number, make, model, and color of each vehicle used by any employee.

New Mexico Business Tax ID (BTIN) 0 _____ - _____ - _____ - _____ - _____

List and attach copies of NM State and/or Federal License(s) required for your business _____

FOR HOME DAYCARE USE ONLY:
How many children will be cared for? _____ If a daycare with 5 or more children, please include page #1 of State Childcare License Application.

Applicants are responsible for ensuring that business activity complies with all relevant State, Federal and Local regulations. Issuance of this Business Registration does not imply that all such requirements have been met. Applicant hereby confirms that statements on this application are true and correct. Applicant understands that this Business Registration is PENDING APPROVAL from the appropriate City Staff.

Signature _____ Title _____ Date _____

CITY USE ONLY:

Name of Business: _____

Control No. _____ License No. _____

Finance

Payment Code BR	Fee \$35	Date Paid	
Receipt Number			

Planning & Zoning

Zoning Checked by		Date			
Type of Zoning					
Approved		Disapproved		Outside City	
Comments:					

Fire Department

Inspection by		Date			
Approved		Disapproved		Outside City	
Comments:					

Animal Control

Inspection by		Date			
Approved		Disapproved		Outside City	
Comments:					

CITY OF ALAMOGORDO
APPLICATION FOR
ZONING APPROVAL FOR A HOME OCCUPATION
SRAEL@CI.ALAMOGORDO.NM.US



1376 E. NINTH STREET ALAMOGORDO, NEW MEXICO 88310
575/439-4220 EXT. 4208 FAX: 575/439-4343

Date Received

The City of Alamogordo allows residents to use their homes for “home occupations” that comply with the regulations of Municipal Code Chapter 29, Zoning. The home occupation regulations for residentially zoned property are located at §29-03-010 (m) of the Zoning Chapter. Please, complete the information below so we may determine whether your requested home occupation complies with the zoning requirements.

Applicant Name:				
Address of Home Occupation:				
Business Name:				
Day Phone:		Evening Phone:		Fax:
E-Mail				
May we use e-mail to contact you regarding this request?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Are you the property owner?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If you are not the property owner please complete.	Property Owner Name _____ Address: _____ Phone: _____ E-Mail: _____ What is your relationship to the property owner? _____ LETTER OF PERMISSION FROM PROPERTY OWNER WILL BE REQUIRED TO CONDUCT HOME OCCUPATION ON PROPERTY.			
How would you describe your residence?	<input type="checkbox"/> Single-family detached	<input type="checkbox"/> Townhouse with 3 or more units	<input type="checkbox"/> Two-unit dwellings	<input type="checkbox"/> Multi-family building
	<input type="checkbox"/> Recreational vehicle	<input type="checkbox"/> Manufactured housing unit		
Describe your home occupation and include the business operations that will take place at the subject property.	_____ _____ _____ _____ _____ _____			

Over

The City's zoning requirements for home occupations are listed in the following table. Please, check the box in the left hand column to signify that your home occupation will be operated in compliance with the individual requirement.

My home occupation complies with the requirements below.	
<input type="checkbox"/> True <input type="checkbox"/> False	The home occupation is carried on by a member of the family living on the subject property and has no employee at any time on the subject property who does not live on the subject property.
<input type="checkbox"/> True <input type="checkbox"/> False	No commodity will be sold on the subject property as part of a home occupation unless the commodity is prepared on the subject property.
<input type="checkbox"/> True <input type="checkbox"/> False	The home occupation does not use any equipment on the subject property other than equipment that one would typically find in a residence.
<input type="checkbox"/> True <input type="checkbox"/> False	The home occupation does not have any signage on the subject property other than one non-illuminated sign attached to the building entrance which has a maximum size of one square foot.
<input type="checkbox"/> True <input type="checkbox"/> False	The home occupation does not use any accessory building on the property, but is wholly contained within the principal residence.

I certify that I understand the zoning requirements for home occupations and that my home occupation will comply with these regulations.

Applicant's Signature

Date:

FOR OFFICE USE ONLY

ZONING DISTRICT _____