



TOWN OF TAOS
APPLICATION FOR
BUSINESS REGISTRATION

Town of Taos
BUILDING SAFETY
Division

Check One : [] New Business [] Renewal same physical address [] Renewal New Physical Address Change
[] Change of Ownership [] Name Change [] Change from Sole Proprietor/ Partnership to LLC or Corp.

TOT Business License Number: _____ NOTE: If new business or new physical address new number will be issued.

Business Name DBA: _____ Corporate Name: _____

Mailing Address: _____
Street City State Zip

Physical Address of Business: _____

[] Check here if new address Previous Address: _____

Business Telephone #: _____ Alternate Contact #: _____ Fax #: _____

Type of Ownership: [] Sole Proprietor [] Partnership [] Corporation [] LLC [] Non-Profit

❖ Sole Proprietor and Partnerships list name and addresses for all owners/partners

❖ Corporations, LLC, and Non-profits provide names and address for all officers:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

NM CRS ID Number _____

EIN Number _____ or Social Security Number _____

Type of Business: _____

Number of Employees including owner(s): _____ Total Square footage: _____

Days and Hours of Operation _____ Number of Parking Spaces _____

Will signs be used for this business? [] Yes [] No If yes, must submit a sign permit application.

Does the business occur at the owner's home? [] Yes [] No If yes, must submit a Home Occupation Permit Application.

Will the business involve outdoor display merchandise? [] Yes [] No If yes, please describe the type of merchandise and the maximum amount of square footage it will occupy. Out door display cannot be located within designated parking areas, setbacks, or in excess of maximum coverage. _____

Does the business deal with food and/or beverage service? [] Yes [] No If yes, must submit copy of NM Food Certificate

Will the business require outdoor seating? [] Yes [] No Total amount of square footage to be used? _____

Does the business require water rights, and/or a water or sewer connection from the Town of Taos? [] Yes [] No
If yes, water rights and water/sewer connections must be approved prior to the approval of a business registration.

Will your place of business require remodeling or renovations? [] Yes [] No If yes, please describe: _____

SECTION 5.04.010 IMPOSITION OF BUSINESS REGISTRATION FEE.

There is imposed on each place of business conducted in this municipality and on those contractors, persons and businesses performing services under a contract for services or professional service contract for the town, a business registration fee of thirty five dollars (\$35.00). The fee is imposed pursuant to section 3-38-3, New Mexico Statutes Annotated, 1978, as it now exists or is amended and shall be known as the "business region fee". The business registration fee may not be prorated for businesses conducted for a portion of the year.

SECTION 5.04.020 APPLICATION.

A. Generally: Any person filing an application for issuance or renewal of any business registration shall include in the application his current revenue division taxpayer identification number or evidence of application for a current revenue division taxpayer identification number.

B. Application To Do Business: Any person proposing to engage, or engaging in business, within the town of Taos municipal limits, or those doing business with the town under a contract for services or a professional service contract shall apply for, and pay, a business registration fee for each outlet, branch or location within the municipal limits of the town prior to engaging in business.

SECTION 5.040.030 RENEWAL

A. Renewal Generally: Prior to March 16 of each year any person with a place of business in the town and subject to this chapter shall apply for renewal of business registration with the municipal clerk.

B. Late Fee: Any registration not applied and paid for by March 16 shall be subject to a late fee of ten dollars (\$10.00). In addition to this late fee, provided by law, a person found guilty of violation of this chapter shall also be subject to those penalties prescribed by section 3-17-1, New Mexico Statutes Annotated, 1978 (as amended).

REQUIRED SUBMITTALS:

Please read the following general submittal requirements for obtaining a Business Registration. Additional submittals may be required. It is the applicant's responsibility to comply with all codes and ordinances. Applications for Business Registrations will not be accepted if all submittals on this checklist are not provided.

- Completed TOT Application for Business Registration with original signature of Owner or President.
- Copy of NM CRS Tax ID Number from New Mexico Taxation and Revenue Department
- Copy of Federal Tax ID Number from IRS
- Approved Fire inspection from Taos Fire Department (758-3386 to schedule an appointment)
- Food Certificate from NM Environment Department for all businesses proposing to sell any kind of food or beverage products.
- Approved Public Utilities Inspection for all grease traps. (751-2047 to schedule an appointment)
- All certifications received pertaining to type of business proposed.
- Completed Sign Permit Application with Original signature of applicant. (Will need to submit prior to any and all signs being erected or placed.)
- Code Walk through by an NM registered Architect for all spaces requiring a change of occupancy.
- Approval from P&Z Commission for any Conditional Use Permit
- Approval from P&Z Commission for any Special Use Permits which include but are not limited to Cemeteries, columbarium, crematory or mausoleum; churches; Hospitals; Mortuary or Funeral Home; Nursing Home or assisted living; Residential Treatment Center or Group Home; School, college or academy, trade schools whether privately or publicly owned; any other use which is institutional in nature.

I hereby certify that I have read and examined the information contained on this application, and know the same to be true and correct. All provisions of codes and ordinances governing this type of work will be complied with whether specified herein or not.

I also acknowledge that the Code Official is authorized and directed to enforce the provisions of any federal, state, and/or local codes, and shall have the authority to render interpretations of these codes and to apply policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall be in compliance with the intent and purpose of any federal, state, and/or local codes. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in these codes.

Applicant Signature

Date

FOR TOWN OF TAOS USE ONLY:			
Code Official Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Approved By: _____ Date Approved: _____ If no, state reason(s) why: _____ _____ _____	Public Utilities Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Approved By: _____ Date Approved: _____ If no, state reason(s) why: _____ _____ _____		
Fire Dept. Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Approved By: _____ Date Approved: _____ If no, state reason(s) why: _____ _____ _____	Planning & Zoning Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Approved By : _____ Date Approval: _____ If no, state reason(s) why: _____ _____ _____		
Amount Paid: _____ Penalty Paid: _____ Receipt No.: _____ Date Paid: _____			