

TOWN OF TAOS

BUSINESS REGISTRATION

APPLICATION PACKET

PLANNING, COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT



BUSINESS REGISTRATION APPLICATION

Planning, Community and Economic Development Department
400 Camino de la Placita
Taos, NM 87571
Phone (575-751-2016
Fax (505) 751-2026



BUSINESS REGISTRATION NUMBER:

Check One:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> New Business | <input type="checkbox"/> New Physical Address | <input type="checkbox"/> Name Change | <input type="checkbox"/> Change of Ownership |
| <input type="checkbox"/> Change from Sole Proprietor/Partnership to LLC or Corporation | | <input type="checkbox"/> Change from LLC or Corporation to Sole Proprietor/Partnership | |

Business Name DBA: _____ Corporate Name: _____

Mailing Address: _____
PO Box / Street City State Zip Code

Physical Address: _____

Required:
Email Address: _____ Previous Physical Address: _____

Business Telephone #: _____ Alternate Contact #: _____

Type of Ownership: (Check One)

- | | | | | |
|--|--------------------------------------|--------------------------------------|------------------------------|-------------------------------------|
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> LLC | <input type="checkbox"/> 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: _____

Treasure: _____

BUSINESS INFORMATION

NM CRS ID Number: _____ (Please attach hard Copy from NM Taxation and Revenue)

EIN Number: _____ (Please attach hard Copy from IRS) 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 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. Outdoor display cannot be located within designated parking areas, setbacks, or in excess of maximum coverage (7% of the façade of the structure in which the business is located) and is limited to 7 items.

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

Will business require outdoor seating? Yes No Total square footage to be used? _____

Does the business require water rights, and/or water or sewer connection from the Town of Taos? Yes No Existing New

If yes and new, water rights and water/sewer connections must be approved prior to approval of business registration.

Will your place of business require remodeling or renovations? Yes No

If yes, Please describe: _____

BUSINESS REGISTRATION APPLICATION SUBMITTAL CHECK LIST

The following submittals are required in order to be considered for a Business Registration. Please complete and submit this completed application along with the required documentation as outlined in Section 5.04 Business Registration Act of the Town of Taos Municipal Code. Complete application packet shall be submitted to the Planning, Community and Economic Development Department. Incomplete, inadequate or late submittals will result in delay or rejection of the request for a business Registration. Please contact staff with questions regarding the submittals required herein.

- Completed Town of Taos Business Registration Application (Please make sure all lines are completed and all questions are answered.)
- Business Registration fee - \$35.00
- A **Hard Copy** of your NM CRS Tax ID Number from New Mexico Taxation and Revenue Department must be attached.
- A **Hard Copy** of your Federal Tax ID Number from the IRS must be attached.
- Approved Fire Inspection from Taos Fire Department (Please call 758-3386 to schedule an appointment)
- Completed Fire Inspection Request Application
- A Food Certificate from NM Environment Department for all business proposing to sell any kind of food or beverage products must be attached. Please call NM Environment Department at 575-758-8808 for instructions.
- Approval from Public Works (1030 Dea Lane) (Grease traps, utilities, etc.) 575-751-2047
- All certifications received pertaining to type of business proposed (beauty/barber shops, car/recreation vehicle dealerships, medical, contractors, etc.)
- Completed E-911 Addressing Application
- Completed Sign Permit Application (Will need to submit prior to any and all signs being erected or placed.)
- A Certificate of Occupancy for new construction and/or change of occupancy is required.
- A Code walk through by a 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 Permit 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.

Agreement and Signature

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 Administrator 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.

I, the undersigned, understand that any discussions and/or other communications between any authorized representative for this application and any/all Town of Taos Staff members regarding this application do not constitute the entire review of this application and that additional and/or alternate conditions and/or requirements above and beyond those that may have been discussed may be required. I also realize that failure to include applicable application material(s) may result in the rejection of my application or delays in the approval process. I also certify that the signature(s) affixed to this application are those for the property owner and authorized agent. If I am the agent, I am including an owner's affidavit.

_____ Applicant Signature	_____ Date
------------------------------	---------------

FOR TOWN OF TAOS USE ONLY:					
Code Official Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> NO	Public Works Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approved By: _____ Date Approved: _____ If no, state reason(s) why: _____ _____ _____			Approved By: _____ Date Approved: _____ If no, state reason(s) why: _____ _____ _____		
Fire Department Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Planning & Zoning Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approved By: _____ Date Approved: _____ If no, state reason(s) why: _____ _____ _____			Zone: _____ Approved By: _____ Date Approved: _____ Notes: _____ _____ _____		

Attached:

Chapter 5.04 Business Registration Act
Fire Inspection Request Application
Business Registration Check List
E-911 Addressing Application

**Chapter 5.04
BUSINESS REGISTRATION ACT**

5.04.010: IMPOSITION OF BUSINESS REGISTRATION FEE:

- A. 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 registration fee". The business registration fee may not be prorated for businesses conducted for a portion of the year.
- B. Persons participating in the annual Taos Fiestas, the Taos Festival of the Arts, a farmers' market allowed pursuant to [chapter 5.20](#) of this title, and other such limited duration functions are declared to be exempt from payment of the business registration fee. This exemption applies only to those persons who have received permission to participate from the sponsoring organization. (Ord. 10-04, 2010; Ord. 92-12, 1992; Ord. 92-5 § 2, 1992; prior code § 19-28)

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. (Ord. 92-5 § 3, 1992; prior code § 19-29)

5.04.030: 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). (Ord. 92-5 § 4, 1992; prior code § 19-30)

5.04.040: PENALTIES FOR VIOLATIONS:

Any person found guilty of violating any of the provisions of this chapter shall be fined not more than five hundred dollars (\$500.00) or imprisoned for a period of not more than ninety (90) days, or both. Each day this chapter is violated shall constitute a separate offense. (Ord. 92-5 § 5, 1992; prior code § 19-31)

5.04.050: EXEMPTIONS:

The following shall be required to complete and file an application for business registration but shall be exempt from paying the required fee: a) nonprofit organizations and b) those persons, contractors, or businesses whose contract for service(s) is under five thousand dollars (\$5,000.00). (Ord. 92-5 § 6, 1992: prior code § 19-32)

FIRE INSPECTION REQUEST APPLICATION

Town of Taos Fire Department
 Taos Municipal Building
 400 Camino de la Placita
 Taos, NM 87571
 Phone (575) 758-3386
 Fax (575) 737-2665



CASE NO FI20 _____ - _____

APPLICANT INFORMATION

Name			
Mailing Address			
City ST ZIP Code			
Subject Property Address			
Telephone Number		Cell Phone	
E-Mail Address			

Business or Building CO Inspection (Check one)

Type of Facility	Fee
<input type="checkbox"/> Home Occupation Business (No clients coming to home Location)	No Fee
<input type="checkbox"/> Home Occupation Business (Clients coming to Home Location)	Fee based on square footage as outlined below
<input type="checkbox"/> Itinerant Vendor	\$25.00
<input type="checkbox"/> Businesses 3,000 sq. ft. or less	\$75.00
<input type="checkbox"/> Businesses 3,001 – 6,000 sq. ft.	\$150.00
<input type="checkbox"/> Businesses 6,001-9,000 sq. ft.	\$200.00
<input type="checkbox"/> Businesses 9,001-12,000 sq. ft.	\$250.00
<input type="checkbox"/> Businesses 12,001 sq. ft. or more	\$300.00
<input type="checkbox"/> 1,000+ sq. ft. membrane structures (tents)	\$50.00
<input type="checkbox"/> Open Burning Permit	Free

Annual Fire Inspection Fees (Check One)

Business Space Type	Fee
<input type="checkbox"/> Space of 1,500 sq. ft. or less	\$20.00
<input type="checkbox"/> Space of 1,501 to 3,000 sq. ft.	\$40.00
<input type="checkbox"/> Space of 3,001 to 6,000 sq. ft.	\$75.00
<input type="checkbox"/> Space of 6,001 to 9,000 sq. ft.	\$100.00
<input type="checkbox"/> Space of 9,001 sq. ft. or more	\$150.00
<input type="checkbox"/> Re-inspection	No fee – standard violation fines begin at this point

Plan Review Fees (Check One)

<input type="checkbox"/> Commercial Plan Review	Please list total square footage _____	\$0.035 per square foot
<input type="checkbox"/> Residential Fire Sprinkler Plans		\$50.00
<input type="checkbox"/> Commercial Fire Sprinkler Plans	Please list the number of devices _____	\$50.00 + \$1.00 per device over 50
<input type="checkbox"/> Commercial Fire Sprinkler Modification Plans		\$50.00
<input type="checkbox"/> Commercial Fire Alarm System Plans	Please list the number of devices _____	\$50.00 + \$1.00 per device over 50
<input type="checkbox"/> Commercial Hood Fire Suppression System Plans		\$50.00
<input type="checkbox"/> Fire Evacuation Plans		\$25.00

Signature: _____ Date: _____

Required Submittals

- Set of Plans for Plan Review (Only for items listed under Plan Review Fees)
- Total Square Footage for all Commercial Plan Review
- Number of Devices for Commercial Fire Sprinkler Plans and Commercial Fire Alarm System Plans



TOWN OF TAOS E-911 Addressing Application

TOWN OF TAOS
**PLANNING
& ZONING**
DEPARTMENT

SECTION I

Property Code Number: _____ Owner Number: _____
 APPLICANT NAME: _____ Phone Number: _____
 MAILING ADDRESS: _____ Alt. Phone #: _____
 _____ Email Address: _____

 City, State, Zip

SECTION II - Only Complete if Owner is different from Applicant

PROPERTY OWNER: _____ Phone Number: _____
 MAILING ADDRESS: _____ Alt. Phone #: _____
 _____ Email Address: _____

 City, State, Zip

CERTIFICATION

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 the requirements of the Town of Taos Addressing Ordinance will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any federal, state, or local law regulating the access or addressing for any Town or State Roads.

I also acknowledge that the Town of Taos GIS Division 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 the Addressing Ordinance or Access Management Manual.

THE FILING OF THIS APPLICATION SHALL NOT IMPLY OR DEEM APPROVAL OF SAID APPLICATION.

PRINT NAME OF APPLICANT: _____

SIGNATURE OF APPLICANT: _____

DATE: _____

OFFICE USE ONLY

Number	Road Name	Unit Type	Unit
<input type="checkbox"/>	New Address	<input type="checkbox"/>	Address Verification
Signature		Date	

