



CITY OF ESPAÑOLA

405 N. Paseo de Oñate
Española. NM 87532

Reg. Number: _____
 Receipt #: _____
 Daily Report: _____
 Fee: **\$150**
 Rec'd By: _____

NEW/RELOCATING BUSINESS REGISTRATION APPLICATION

STEP 1: Complete general information below and submit to Planning & Land Use Office next to City Hall.

Business Name			
Business Location			SSN/FEIN
Building #	Suite/Unit	Street Name	
Description of Business (Be specific)			NAICS Code
Applicant Name			
Mailing Address			
Address	City/State	Zip	GRT Location Code & Rate
Contact Info:			
Phone #	Email		
Website (if available)			
<i>I hereby certify that I am the lawful representative of this business and I hereby permit the City of Española officials to enter upon the property for the purposes of inspection relating to this application.</i>			
<i>Applicant/Business Owner Signature</i>			<i>Date</i>
<hr/>			
Property Owner			
Mailing Address			
Address	City/State		
Contact Info:			
Phone #	Email		
<u>Provide copy of lease/purchase agreement and have property owner sign affidavit below</u>			
<i>I hereby certify that I am the lawful owner of the parcel of land which this application concerns and consent to this action. I hereby permit the City of Española officials to enter upon the property for the purposes of inspection relating to this application.</i>			
<i>Property Owner Signature</i>			<i>Date</i>

STEP 2: Attach **Proof of Insurance, Corporate Officers**, and the following. (*as applicable, varies by type of business)

NM Taxation & Revenue - <u>CRS Verification required of ALL businesses</u> www.tax.newmexico.gov/Businesses/register-your-business.aspx	(505) 827-0700	<input type="checkbox"/>
NM Environment Department - * License/Permit www.env.nm.gov/permits-and-licenses/	(505) 827-2855	<input type="checkbox"/>
NM Regulation & Licensing Department - * License/Registration www.rld.state.nm.us/Apply_for_a_license_or_Permit.aspx	(505) 476-4500	<input type="checkbox"/>

Internal Use Only	Date	Signature
Planning & Land Use (505) 747-6064		
Española Fire Department (505) 747-6070		
City Clerk's Office (505) 747-6100		

PROPERTY INFORMATION			
UPC#	County:	<input type="checkbox"/> Rio Arriba	<input type="checkbox"/> Santa Fe
Zoning District	Tribal:	<input type="checkbox"/> Yes	<input type="checkbox"/> No