



City of Española

405 Paseo de Oñate, Española, New Mexico 87532

For Office Use
____ Initial
____ Renewal

Business License Application

1. Name of Business: _____

2. Physical Address: _____

3. Mailing Address: _____

4. Business Phone: _____ Cell/Other: _____

5. Application is: ____ Individual ____ Partnership ____ Corporation

* Individual and Corporation provide SSN or EIN: _____

➤ Individual provide name and addresses for all general partners:

➤ Corporations provide names and addresses for all officers:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

6. Nature of Business: _____

* Description: _____

* Class: _____ License#: _____

* NM Revenue Division ID#: _____

Applicant Signature: _____ Title: _____

Business Registration Fee: \$35.00 PER CALENDAR YEAR

This application is not valid without authorized signatures. Business Registration must be renewed and approved annually; registration is by calendar year (January 1-December 31). Fees will not be prorated. Late fees of \$1 per day are imposed on expired registration, not to exceed \$45. If business is no longer operational, please contact the City Clerk to avoid late charges.

Approval:

City Clerk's Office: _____ Date: _____

Planning & Zoning: _____ Date: _____

SUBMITTALS

(TO BE CHECKED BY AUTHORIZED PERSONNEL)

- Property owner's authorization, required in applicant is not legal owner
- Lease or rental agreement Real estate contract Letter of intent to purchase
- Proof of ownership
- Proof of insurance
- Copy of certificate from appropriate state licensing board (i.e. NMCID, Cosmetology, Dealer's License)
- Copy of NM CRS# from New Mexico Taxation and Revenue
- Floor plan of structure or building being used
- Zoning permit
- Copy of environmental certificate