



# TOWN OF TAOS APPLICATION FOR BUSINESS REGISTRATION



Check One :  New Business  Renewal same physical address  Renewal New Physical Address Change

Town of Taos Business License Number: \_\_\_\_\_ **NOTE: If new business the Town will provide a new number.**

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 \_\_\_\_\_ **Must submit a copy of CRS ID Number from NM Taxation & Revenue**

EIN Number or Social Security Number \_\_\_\_\_ **Must Submit a copy of Federal Tax ID Number from IRS**

Type of Business: \_\_\_\_\_  
**May be required to submit a business plan. All licenses and/or certificates pertaining to business must be attached**

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).

**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 the codes and ordinances governing this type of work will be complied with whether specified herein or not.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**FOR TOWN OF TAOS USE ONLY:**

|                     |                                                                                      |
|---------------------|--------------------------------------------------------------------------------------|
| Amount Paid: _____  | Planning & Zoning Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Penalty Paid: _____ | Date Approved: _____                                                                 |
| Receipt No.: _____  | Approved By: _____                                                                   |
| Date: Paid: _____   | Business Registration Number: _____                                                  |

Form Revised 09/08