

TOWN OF TAOS

BUSINESS REGISTRATION

APPLICATION PACKET

PLANNING, COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT



BUSINESS REGISTRATION CHECK LIST

- ❑ Completed Business Registration Application (Make sure all lines are completed and all questions are answered)
- ❑ **HARD COPY** of NM CRS Tax ID Number **from** New Mexico Taxation and Revenue Department (Hand written CRS # on documents not accepted)
- ❑ **HARD COPY** of Federal Tax ID Number **from** IRS or make sure SS# is on the application (Hand Written FEIN # on documents not accepted)
- ❑ Approved Fire Inspection from Taos Fire Department, 575-758-3386 (signature on application or fire inspection report emailed with approval from Fire Marshal, email must state “Okay to release business registration or fire inspection report must state “congratulations”)
- ❑ Fire Inspection Request Application – Must indicate square footage of business.
- ❑ Approval from Public Works, 1030 Dea Lane, 575-751-2047 (Grease Traps, Utility Hook-up, etc. for Restaurants, Beauty/Barbershops, Art Studios, Mechanic Shops, or any other business that uses chemicals.) – Application must be signed off by Public Utilities Director or designee
- ❑ E-911 Addressing Application signed off by Tim Corner, 1030 Dea Lane, 575-737-2640.
- ❑ Food Certificate from NM Environment Department for all businesses proposing to sell any kind of food or beverage products
- ❑ Certifications received pertaining to type of business proposed (beauty/barber shops, car/recreation vehicle dealerships, medical, contractors, etc.)
- ❑ Certificate of Occupancy for new construction and/or change of occupancy
- ❑ Conditional Use Permit approval or Special Use Permit approval from Planning and Zoning Commission if applicable (Depending on proposed business and zone)

Incomplete applications will not be accepted.



TOWN OF TAOS
APPLICATION FOR
BUSINESS REGISTRATION



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 _____

Business Name: _____

Physical Address: _____

Type of Business:

- Food Service/Distribution
 Barber/Salon
 Medical
 Office
 Retail
 Wellness
 Other _____

FOR TOWN OF TAOS USE ONLY	
Code Official: <input type="checkbox"/> Yes <input type="checkbox"/> No Approved By: _____ Date Approved: _____ If no, state reason(s) why: _____ _____ _____	Public Works 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: _____	

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)

TOWN OF TAOS

FIRE INSPECTION REQUEST

APPLICATION

Town of Taos Fire Department



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 – Special Vendor (Special Event Food Booth)	\$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



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		
_____	_____		

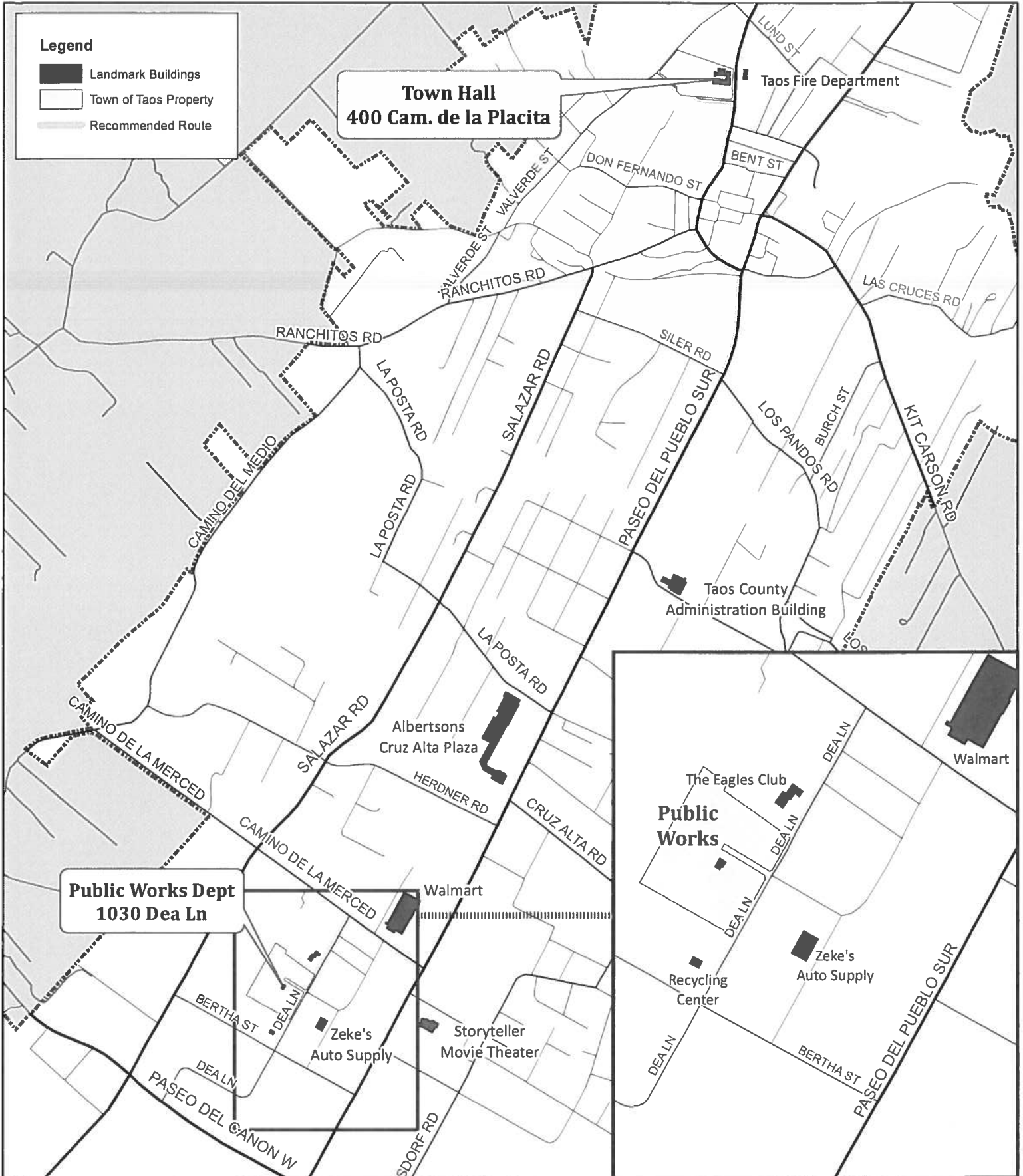
For addressing enquiries call
Tim Corner at (575) 737-2640

Town of Taos Public Works Location Map

Legend

- Landmark Buildings
- Town of Taos Property
- Recommended Route

Town Hall
400 Cam. de la Placita



Public Works Dept
1030 Dea Ln



Author: Tim Corner, GIS Analyst, Town of Taos
Date: 1/29/2018
Document: Public Works and Town Hall

