

## BUSINESS APPLICATION INSTRUCTIONS

Anyone doing business within the City Limits of Alamogordo is required to register that business and pay an annual \$35.00 registration fee for each location of that business within the City.

1. Business Registration Application Packets can be picked up from the Cashiers at City Hall, 1376 E. Ninth Street, from 8:00 a.m. to 5:00 p.m., Monday through Friday. The packet contains the following:
  - Business Application Instructions
  - Business Registration Application
  - State of NM Taxation & Revenue Dept. Application for Registration
  - Miscellaneous Information relating to a prospective business
2. The application for a City Business Registration must be fully completed prior to being submitted to the City for consideration or it will be returned to you. If you have any questions while filling out the application form, please call the City Business Registration Division at (575) 439-4205 for assistance.
  - A) If the business is to be conducted from a location within the City Limits, the application must contain the Street Address and the Lot, Block and Subdivision name or a legal description by metes and bounds of that property. This information is shown on the deed to the property, or you may obtain assistance from the Otero County Tax Assessor at (575) 437-5310.
  - B) It is very important that the section of the application requesting the specific nature of business is completed and the type of business is explained in detail. Some types of businesses may not be allowed within specific zoning districts. Approval of a Business Registration does not constitute permission from the City to operate any business in violation of the Zoning Ordinances, other Ordinances of the City, or other State or Federal laws or regulations governing the operation proposed.
  - C) To qualify as a **Home Occupation**, the business must be carried on by a family member residing upon the premises in connection with which there is used no sign or other advertising display other than one (1) non-illuminated sign attached to the building entrance which is not more than one (1) square foot in size; provided that no commodity is sold upon the premises except that which is prepared thereon; provided that no person is employed other than a member of the immediate family residing thereon; and provided that no mechanical equipment is installed or used except such as is normally used for domestic or household purposes.
  - D) If conducting an **Itinerant Business** (non-permanent such as seasonal sales) or Home Occupation on property not owned by the applicant, a letter of permission from the property owner must be attached to the application.
  - E) An **Address of Record** refers to a permanent address for "the public record" when the actual work or business is conducted at a different non-permanent location (e.g. bldg. contractor, house sitter, etc.).
  - F) Any change to a business (e.g. location, product or type of service, owner, etc.) requires that an amendment application be submitted to the City for approval at the time of the change.

- G) Each independent agent/consultant of a parent company must maintain a City Business Registration unless a blanket registration is maintained by the company (e.g. booth rental, Avon, Pampered Chef, etc.).
3. Applicants must be registered with the State of New Mexico and have a NM Tax I.D. Number, also known as the CRS Number, prior to applying for a City Business Registration. For your convenience, the City of Alamogordo and the State of New Mexico have entered into an Agreement where the City has the applications for a NM Tax I.D. Number and also has the authority to issue NM Tax I.D. Numbers. Applications can be picked up from the Cashiers at City Hall, 1376 E. Ninth Street, from 8:00 a.m. to 5:00 p.m., Monday through Friday. The City forwards the completed State applications to the NM Taxation and Revenue Department in Las Cruces, NM, for processing; however, you will be able to apply for your Business Registration with the Tax I.D. Number issued by the City.
  4. If Licenses are required by the State of New Mexico for the type of work you propose to do, those Licenses must be obtained prior to applying for a City Business Registration. Application for those licenses must be obtained from the appropriate State Agency. If you are not sure whether the type of work you propose to do will require a License from the State of New Mexico, you may contact the NM Regulation and Licensing Department at (505) 827-7003 for assistance.
  5. The completed application for a City Business Registration and the application for a NM Tax I.D. Number may be submitted to a Cashier, in person or by mail, along with the City Registration Fee of \$35.00 (NOTE: There is no fee for the NM Tax I.D. Number). Please allow the City at least fifteen (15) working days to process your application for a Business Registration. You may call the City Business Registration Division at 439-4205 to inquire on the status of your application. You may not engage in business activity until your application has been approved. If your application is denied, City Staff will notify you.
  6. A City Business Registration Certificate will be mailed to you within 30 days of the approval of your application. The Certificate must be posted on the premises (duplicate certificates cost \$10.00).
  7. There are several types of businesses that require a **City Business License** rather than a City Business Registration. They are as follows:
    - Any Business selling *alcoholic beverages* (e.g. restaurants, pubs, bars, grocery stores, fraternal organizations, convenience stores, retail stores, etc.)
    - Public Auction
    - Carnival
    - Circus
    - Firework Sales and/or Display
    - Pawnbrokers
    - Route Food Vendors
    - Firearms Dealers - purchasing or selling secondhand or used firearms
    - Security Agencies - Private Detective, Special Policeman
    - Vehicles for Hire - Taxicab, Limousine Service, etc.
    - Drivers of Vehicles for Hire - Taxicab Drivers, Limousine Drivers, etc.
    - Commercial Solicitors/Peddlers - any person, including an employee or agent of another, traveling either by foot, automobile, truck or other type of conveyance, who goes door-to-door, house-to-house, or along any streets within the City selling or taking orders for or offering to sell or take orders for goods, merchandise, wares or other items of value for future delivery or for services to be performed in the future for commercial purposes. Or, any person who goes from house to house, place to place, or from street to

street carrying, conveying, or transporting foods, wares, or merchandise, meats, fish, vegetables, fruits, garden truck, farm products, or provisions, offering or exposing such for sale or making sales and delivering articles to purchasers. Applicants for a Commercial Solicitor's license who have a permanent business location in the City shall pay an annual fee of \$35.00. No credit or refunds shall be given for partial years. Applicants who do not have a permanent business location in the City shall pay an initial license fee of \$50.00 for a 30 days period. The applicant shall pay a renewal fee of \$25.00 per month for any additional 30 day periods in the same calendar year. No credits or refunds shall be given for partial months.

These types of businesses require an investigation of the applicant and other special requirements such as bonds, certificates of insurance, liquor licenses, etc. The fees for these licenses range from \$15.00 to \$250.00. Applications and information regarding Business Licenses may be obtained from the City Clerk's Office at (575) 439-4205.

8. Other City Permits may be required **in addition** to a Business Registration or Business License.

# City of Alamogordo Business Registration Application

1376 E. Ninth Street/ Alamogordo, NM 88310 / (575) 439-4205

Initial

Amendment

**THIS APPLICATION WILL NOT BE PROCEEDED IF ANY AREAS ARE LEFT BLANK OR NOT CHECKED OFF. WRITE N/A ON THE LINE IF NOT APPLICABLE.**

A separate Business Registration form must be completed for each business and location prior to issuance of a Business Registration by the City. Registrations must be approved before conducting business. The Business Registration fee of \$35.00 per year for each business location in the City of Alamogordo cannot be prorated. All registrations expire December 31st of the current calendar year and must be renewed on or before January 31st of the new year. A surcharge of \$10.00 will be assessed to each late registration.

Name of Business \_\_\_\_\_

Business Location ( Street Address) \_\_\_\_\_ Inside City Limits?  Yes  No

Lot # \_\_\_\_\_ Block # \_\_\_\_\_ Subdivision \_\_\_\_\_

(If the business is within the City Limits, provide the Lot #, Block #, and Subdivision name or the full metes and bounds legal description with county map code #)

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Emergency Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Application For: (Check One)  Individual  Partnership  Corporation  LLC

**Individual:**

Business Owner \_\_\_\_\_ Telephone # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Partnership:**

Name of Partner \_\_\_\_\_ Telephone # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Corporation:**

President/CEO \_\_\_\_\_ Telephone # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Registered Agent \_\_\_\_\_ Telephone # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Specific Nature of Business (Describe in detail the type of service and/or product(s) to be sold, etc.) \_\_\_\_\_

Home Occupation?  Yes  No Address of Record?  Yes  No (See Instruction Sheet for Definitions)

If itinerant or home occupation and doing business as a tenant on private property, a letter of permission from the property owner must accompany this form. If doing business from a vehicle, list the vehicle license plate number, make, model, and color of each vehicle used by any employee \_\_\_\_\_

NM State Tax Identification Number (CRS #) 0 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

List and attach copies of NM State and/or Federal License(s) required for your business \_\_\_\_\_

Applicants are responsible for ensuring that business activity complies with all relevant State, Federal and Local regulations. Issuance of this Business Registration does not imply that all such requirements have been met. Applicant hereby confirms that statements on this application are true and correct. Applicant understands that this Business Registration is PENDING APPROVAL from the appropriate City Staff.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

# CITY OF ALAMOGORDO

1376 E. Ninth Street

Alamogordo, New Mexico 88310

<http://ci.alamogordo.nm.us>

<b>NEW BUSINESS INFORMATION ON TOPIC</b>	<b>WHERE TO OBTAIN</b>	<b>APPROXIMATE FEE</b>
<b>ADDRESS:</b> In Alamogordo (In City)  ----- In County (Outside City)	City of Alamogordo, GIS Div. 1376 E. Ninth Street, Alamogordo, NM 575.439.4220  ----- Otero County, Assessor/GIS Office 1000 N. New York Avenue, Room 109 Alamogordo, NM 575. 437.5310	\$0  ----- \$0
Building Permit:    Commercial Construction Requires New Mexico Licensed Contractor	Construction Industries Division (CID) 5200 Oakland Ave., Albuquerque, NM 505.765.5670	
Commercial Solicitation License (Door-to-Door & Temporary Location)	City of Alamogordo, City Clerk 1376 E. Ninth Street, Alamogordo, NM 575.439.4205	\$50.00 PER PERSON
Construction Codes:    State, CID	Construction Industries Division (CID) 5200 Oakland Ave., Albuquerque, NM 505.765.5670	
Electrical Permit:    State, CID	Construction Industries Division (CID) 5200 Oakland Ave., Albuquerque, NM 505.765.5670	
Flood Hazard Zone Determination	City of Alamogordo, Community Development 1376 E. Ninth Street, Alamogordo, NM 575.439.4220	\$85
Food Preparation	NM Environmental Division 411 E. Tenth Street, Alamogordo, NM 575.437.7115	\$0
Highway Access Permit	NM Department of Transportation District 2 Office P.O. Box 1457, Roswell, NM 800.432.7845	\$0
Land Use and Setbacks	City of Alamogordo, Planning Div. 1376 E. Ninth Street, Alamogordo, NM 575.439.4220	\$0
Septic Tank Systems	NM Environmental Division 411 E. Tenth Street, Alamogordo, NM 505.437.7115	\$0
Sign: Sign Permit	City of Alamogordo, 1376 E. Ninth Street, Alamogordo, NM 575.439.4235	\$36.48 MINIMUM
Variance: Dimension/Distance Standards	City of Alamogordo, Planning Div. 1376 E. Ninth Street, Alamogordo, NM 575.439.4220	\$150 MINIMUM
Zoning Certification: In-City Land Use	City of Alamogordo, Planning Div. 1376 E. Ninth Street, Alamogordo, NM 575.439.4220	\$50
Zoning/Rezoning: Land Use	City of Alamogordo, Planning Div. 1376 E. Ninth Street, Alamogordo, NM 575.439.4220	\$400 MINIMUM

# CITY OF ALAMOGORDO

1376 E. Ninth Street

Alamogordo, New Mexico 88310

<http://ci.alamogordo.nm.us>

## INFORMATION FOR NEW BUSINESS

REQUIREMENTS	WHERE TO OBTAIN	APPROXIMATE FEE
State Taxation Identification Number	City of Alamogordo, Finance Dept. 1376 E. Ninth Street, Alamogordo, NM 575.439.4211	\$0
Business License: City of Alamogordo	City of Alamogordo, City Clerk 1376 E. Ninth Street, Alamogordo, NM 575.439.4205	\$25 MINIMUM
Business Registration: City of Alamogordo	City of Alamogordo, Finance Dept. 1376 E. Ninth Street, Alamogordo, NM 575.439.4217	\$35 MINIMUM
Building Inspections: State, CID	Construction Industries Division (CID) 5200 Oakland Ave., Albuquerque, NM 505.765.5670	
Electrical Inspections: State, CID	Construction Industries Division (CID) 5200 Oakland Ave., Albuquerque, NM 505.765.5670	
Fire Inspection: Not Incident to Building Permit	City of Alamogordo, Public Safety 700 Virginia Avenue, Alamogordo, NM 575.439.4325	\$0
Zoning: Allowed Uses	City of Alamogordo, Planning Div. 1376 E. Ninth Street, Alamogordo, NM 575.439.4220	\$0
UTILITY SERVICE	OFFICE LOCATION	UTILITY DEPOSITS
Cable TV	Baja 510 24th Street, Alamogordo, NM 575.437.3101 / 1.866.OBB.TV4U	1 <sup>st</sup> month service plus installation
Electricity & Natural Gas: Varies with type of service, base consumption, etc.	PNM Customer Service 1108 Cuba Avenue, Alamogordo, NM 575.950.1997 toll free	2x high bill for last 12 month at that location
Solid Waste: COMMERCIAL -- Varies with container size and collection frequency.	Southwest Disposal Corp. 1350 La Velle Road, Alamogordo, NM 575.434.1109	1st month service required in advance plus credit application
Telephone: Varies with type of service.	Qwest Communications 575.245.8300	Twice amount of monthly service
Water & Sewer: Monthly billing varies with meter size and monthly usage.	City of Alamogordo, Customer Service 1376 E. Ninth Street, Alamogordo, NM 575.439.4260	\$70.00 - \$140.00 plus \$25 application fee

1. In order to operate a business within the City of Alamogordo it will be necessary for you to obtain a State Tax ID. number. You may apply for this with the assistance of a City of Alamogordo cashier, or if you have additional questions you may call the N.M. Taxation and Revenue Office in Las Cruces at (575)524-6225.

2. If you intend to operate as a corporation, you must register that corporation with the State of New Mexico Corporation Commission. For more information, call (505)827-4500.

3. If the business you intend to operate requires a license issued by the State of New Mexico, you must obtain that license prior to applying for a business registration with the City. The following is a list of many of the State licensing entities and telephone numbers for additional information:

- a. Acupuncture, Athletic Trainers, Audiology, Counseling & Therapy, Oriental Medicine, Real Estate Appraisers, Speech Pathology, Social Work (505)476-7081.
- b. Athletic Commission, Polygraph & Private Investigators (505)260-0049.
- c. Barber, Cosmetology (505)476-7110.
- d. Certified Public Accountant (505)841-9108.
- e. Chiropractic, Osteopathic (505)476-7120.
- f. Construction Industries, Contractor Licensing (505)827-7031.
- g. Dental, Dental Hygiene, Nutrition & Dietetics (505)476-7125.
- h. Financial Institutions (505)827-7100.
- i. Interior Design, Landscape Architect, Psychologists (505)476-7077.
- j. Manufactured Housing (505)827-7070
- k. Massage Therapy, Thanopractice (505)476-7090.

- l. Nursing Homes, Optometry, Respiratory Care (505)476-7121.
- m. Occupational Therapy, Physical Therapy (505)476-7085.
- n. Pharmacy (505)841-9102.
- o. Real Estate (505)841-9120.
- p. Securities (505)827-7140.

## TO CHANGE OR ADD A BUSINESS LOCATION

To change a business location you must file an amended registration prior to opening at the new location. For more than one location, you will be required to have a business registration for each location.

If you have questions regarding the information contained within this pamphlet or need additional information concerning business registration requirements, please feel free to contact us.

## FEEES AND RENEWAL DATES

The annual fee for a business registration is \$35.00. This fee is for a January to December time period. All business registrations must be renewed at the beginning of each year. An additional (\$10.00) fee is applied on late registrations submitted after the due date of January 31st. Application forms are available from the office listed below:

**City of Alamogordo  
Business Registration Office  
1376 East Ninth Street  
Alamogordo, New Mexico 88310  
~~(575)439-4217~~ 575-439-4205**

(Revised (11/27/06)

## BUSINESS REGISTRATION IN ALAMOGORDO



The purpose of this pamphlet is to answer many of your questions regarding business registration in the City of Alamogordo. If you have additional questions regarding the contents of this pamphlet or ideas on how we might improve this pamphlet, please let us know.

## WHO NEEDS A BUSINESS REGISTRATION?

Anyone doing business within the City of Alamogordo is required to apply for a business registration before conducting said business operations. This includes but is not limited to the following:

1. Persons conducting business from a principal place of business located within the City of Alamogordo.

2. Persons operating any form of **home occupation** from within the City of Alamogordo. This may include, for example, such businesses as seamstress, medical transcriber, music teacher, babysitter, a person who contracting to perform billing for another business, an independent consultant who travels to various business sites to perform their work, a person who cleans lawns for a living, etc.

3. **Address of Record:** A person, such as a contractor, may operate the business portion of a company from a private residence with all other work done elsewhere.

4. **Itinerant Sales:** Anyone who travels through town and holds temporary sales of everything, from sunglasses to fruits and vegetables. PLEASE NOTE: Written permission from the owner of the property is required prior to consideration of a business registration application by City staff.

5. Persons involved as non-employee representatives for larger firms, i.e. investment firms, insurance companies, beauticians (booth rental), pyramid sales operations for cosmetics, home furnishings, kitchen equipment and other similar operations.

## **IMPORTANT CONSIDERATIONS!**

There are a number of questions for consideration when establishing a business within the City of Alamogordo. The two most important ones are:

1. Is the zoning correct for the business you wish to establish?
2. Are there additional State and Federal licenses required for the type of work you intend to do?

The City of Alamogordo exercises zoning authority. This is typical to most metropolitan communities. Zoning provides that certain areas of the community are established with restriction of use to specific purposes. This eliminates non-conducive uses of adjacent properties. An example of this would be a chemical factory next to an elementary school or a meat packing plant next to a residence. Currently land use zones within the City of Alamogordo include:

- a. District "R-1" Single Family Dwelling.
- b. District "R-2" Townhouse Dwelling.
- c. District "R-3" Two Family Dwelling.
- d. District "R-4" Multi-family Dwelling.
- e. District "C-1" Neighborhood Business.
- f. District "C-3" Business.
- g. District "M-1" Light Industrial.
- h. District "M-2" Industrial.
- i. District "MH-1" Manufactured Housing (Single Family).
- j. District "MH-2" Manufactured Housing Park / Recreational Vehicle Park.

## **CAN I OPERATE A BUSINESS OUT OF MY HOME?**

For the purposes of business registrations, a home occupation business may operate from any inhabited residence.

A home occupation has several restrictions that you must consider if you are contemplating such a business.

1. If you are a renter and not the property owner, you must have written permission from the owner to utilize the property (your home) for the business.
2. The business must be operated by a family member who lives on the premises.

3. Signage is limited to a single, one (1) square foot, non-illuminated sign attached to the building entrance.

4. No product can be sold from the premises except that which is made thereon.

5. No person may be employed other a member of the immediate family who also resides on the premises.

6. No mechanical equipment may be installed or used on the premises except such as is normally used for domestic or household purposes.

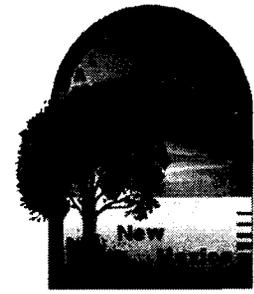
In non-residential districts you have more freedom to operate your business. You are however restricted to where certain types of business can be located. To provide a few examples, theaters, sales and show rooms, restaurants, hotels/motels and similar retail businesses would be located in a "C-3" District. A lodging house, limited to twenty persons may be located in a "R-4" multi-family zoning district. A factory may be located in a "M-1" light industrial or a "M-2" heavy industrial district, depending on what is to be manufactured.

You may wish to apply for an official zoning certification prior to selecting a specific business location. This is available at a cost of \$50. A written request for a certification must include the physical address and the legal description of the property, plus your name and telephone. Drop it off to the City of Alamogordo Planner and we will call you when it is ready.

## **OTHER LICENSING MAY BE REQUIRED.**

Before applying for a business registration, you should make sure that your business preparation is in order.

CITY OF ALAMOGORDO  
APPLICATION FOR  
ZONING APPROVAL FOR A HOME OCCUPATION  
RDOMINGUEZ@CI.ALAMOGORDO.NM.US  
MSOUTH@CI.ALAMOGORDO.NM.US



1376 E. NINTH STREET ALAMOGORDO, NEW MEXICO 88310  
575/439-4220 FAX: 575/439-4343

Date Received

The City of Alamogordo allows residents to use their homes for "home occupations" that comply with the regulations of Municipal Code Chapter 29, Zoning. The home occupation regulations for residentially zoned property are located at §29-03-010 (m) of the Zoning Chapter. Please, complete the information below so we may determine whether your requested home occupation complies with the zoning requirements.

Applicant Name:			
Address of Home Occupation:			
Business Name:			
Day Phone:		Evening Phone:	
		Fax:	
E-Mail			
May we use e-mail to contact you regarding this request?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you the property owner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you are not the property owner please complete.	Property Owner Name _____ Address: _____ Phone: _____ E-Mail: _____ What is your relationship to the property owner? _____		
How would you describe your residence?	<input type="checkbox"/> Single-family detached <input type="checkbox"/> Townhouse with 3 or more units <input type="checkbox"/> Two-unit dwellings <input type="checkbox"/> Multi-family building <input type="checkbox"/> Recreational vehicle <input type="checkbox"/> Manufactured housing unit (If your residence is not an owner occupied, detached single-family house, verify that you are permitted to have a home occupation with your townhouse or condo association or your landlord. This is not a City matter.)		
Describe your home occupation and include the business operations that will take place at the subject property.	_____ _____ _____ _____ _____ _____ _____		

Over

The City's zoning requirements for home occupations are listed in the following table. Please, check the box in the left hand column to signify that your home occupation will be operated in compliance with the individual requirement.

My home occupation complies with the requirements below.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	The home occupation is carried on by a member of the family living on the subject property and has no employee at any time on the subject property who does not live on the subject property.
<input type="checkbox"/> Yes <input type="checkbox"/> No	No commodity will be sold on the subject property as part of a home occupation unless the commodity is prepared on the subject property.
<input type="checkbox"/> Yes <input type="checkbox"/> No	The home occupation does not use any equipment on the subject property other than equipment that one would typically find in a residence.
<input type="checkbox"/> Yes <input type="checkbox"/> No	The home occupation does not have any signage on the subject property other than one non-illuminated sign attached to the building entrance which has a maximum size of one square foot.
<input type="checkbox"/> Yes <input type="checkbox"/> No	The home occupation does not use any accessory building on the property, but is wholly contained within the principal residence.

I certify that I understand the zoning requirements for home occupations and that my home occupation will comply with these regulations.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date: