

## 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) 439-4100 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) 476-4500 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) 439-4100

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 #)

Email Address \_\_\_\_\_

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 \_\_\_\_\_

**FOR HOME DAYCARE USE ONLY: How many children will be cared for? \_\_\_\_\_ If a daycare with 5 or more children, please include page #1 of State Childcare License Application.**

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 \_\_\_\_\_

**OFFICE USE ONLY:**

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

Control No. \_\_\_\_\_ License No. \_\_\_\_\_

***Zoning***

Zoning Checked by		Date	
Type of Zoning		N/A	
Approved		Disapproved	Outside City
Comments:			

***Fire Department***

Building Inspection by		Date	
Approved		Disapproved	Outside City
Comments:			

***Animal Control***

Inspection by		Date	
Approved		Disapproved	Outside City
Comments:			

***Finance and Accounting***

Received by		Date	
Entered by		Date	
License #	Receipt #	Date	

CITY OF ALAMOGORDO  
APPLICATION FOR  
ZONING APPROVAL FOR A HOME OCCUPATION  
[SRAEL@CI.ALAMOGORDO.NM.US](mailto:SRAEL@CI.ALAMOGORDO.NM.US)



1376 E. NINTH STREET ALAMOGORDO, NEW MEXICO 88310  
575/439-4220 FAX: 575/439-4231

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"/> True <input type="checkbox"/> False	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"/> True <input type="checkbox"/> False	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"/> True <input type="checkbox"/> False	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"/> True <input type="checkbox"/> False	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"/> True <input type="checkbox"/> False	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:



# 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	
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, City Clerk 1376 E. Ninth Street, Alamogordo, NM 575.439.4205	\$35 MINIMUM
Building Inspections: State, CID	Construction Industries Division (CID) 5200 Oakland Ave., Albuquerque, NM 866-829-3841 / 575.524.6320 Las Cruces	
Electrical Inspections: State, CID	Construction Industries Division (CID) 5200 Oakland Ave., Albuquerque, NM 866.829.3841 toll free or 575.434.5077	
Fire Inspection: Not Incident to Building Permit	City of Alamogordo, Fire Department 619 Texas Avenue, Alamogordo, NM 575.439.4119	
Zoning: Allowed Uses Compliance Certificate (upon request)	City of Alamogordo, Planning Div. 1376 E. Ninth Street, Alamogordo, NM 575.439.4220	\$50
UTILITY SERVICE	OFFICE LOCATION	UTILITY DEPOSITS
Cable TV DirecTV CableTV	TDS/Baja 901 N. Florida, Alamogordo, NM 575.437.3101 877.373.9168 855-281-0611	
Electricity & Natural Gas: Varies with type of service, base consumption, etc.	<b>NM Gas Company Customer Service</b> <b>1108 Cuba Avenue, Alamogordo, NM</b> <b>888.664.2726 toll free</b> <b>PNM Electric</b> <b>650 Fairgrounds Rd., Alamogordo, NM</b> <b>888.342.5766</b>	
Solid Waste: COMMERCIAL -- Varies with container size and collection frequency.	Southwest Disposal Corp. 1350 La Velle Road, Alamogordo, NM 575.434.1109	
Telephone: Varies with type of service.	Tularosa Basin Telecommunications 503 St. Francis Dr., Tularosa 575.585.2700 813 E Tenth Street 575.439.4859	
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	\$140.00 - \$210.00

# CITY OF ALAMOGORDO

1376 E. Ninth Street

Alamogordo, New Mexico 88310

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

NEW BUSINESS INFORMATION ON TOPIC	WHERE TO OBTAIN	APPROXIMATE FEE
<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	
Building Permit: Commercial Construction Requires New Mexico Licensed Contractor	Construction Industries Division (CID) 5200 Oakland Ave., Albuquerque, NM 866-829-3841 toll free or 505-476-4869 or	
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 866.829.3841 toll free or 575.524.6320	
Electrical Permit: State, CID	Construction Industries Division (CID) 5200 Oakland Ave., Albuquerque, NM 575.524.6320	
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	
Highway Access Permit	NM Department of Transportation District 2 Office P.O. Box 1457, Roswell, NM 800.432.7845	
Land Use and Setbacks	City of Alamogordo, Planning Div. 1376 E. Ninth Street, Alamogordo, NM 575.439.4220	\$50
Septic Tank Systems	NM Environmental Division 411 E. Tenth Street, Alamogordo, NM 505.437.7115	
Sign: Sign Permit	City of Alamogordo, Planning Div. 1376 E. Ninth Street, Alamogordo, NM 575.439.4220	\$75
Variance: Dimension/Distance Standards	City of Alamogordo, Planning Div. 1376 E. Ninth Street, Alamogordo, NM 575.439.4220	\$300 MINIMUM
Zoning Certification: In-City Land Use	City of Alamogordo, Planning Div. 1376 E. Ninth Street, Alamogordo, NM 575.439.4220	\$30
Zoning/Rezoning: Land Use	City of Alamogordo, Planning Div. 1376 E. Ninth Street, Alamogordo, NM 575.439.4220	\$500 and up



## BUSINESS REGISTRATION IN ALAMOGORDO NM

The purpose of this document 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 document or ideas on how to improve it, 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 registrations. 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 such businesses as seamstress, medical transcriber, music teacher, child care provider, a person contracted to perform billing for another business, independent consultants who travel to various business sites to perform their work, lawn care, 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 property owner 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 are:

1. Is the zoning correct for the business you wish to establish?
2. Are additional State/Federal licenses required for the work involved?

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 would be a chemical factory next to an elementary school, or a meat packing plant next to a residence. Current 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) | j. District MH-2 Manufactured Housing/RV 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 renter of the home, you must have written permission from the owner to utilize your home (their property) for the business.
2. The business must be operated by a family member living 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 than a member of the immediate family also living 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. For example, 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 20 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 Planning and Zoning office and you will be called 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. In order for you to do 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 by calling the NM Taxation and Revenue Office in Las Cruces (575) 524-6225.

If you intend to operate as a corporation, you must register that corporation with the State of NM Corporation Commission. For more information call (888) 427-5772.

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 their number for additional information.

Acupuncture 505 476 4630

Audiology/Speech Pathology 505 476 4640

Athletic Trainers 505 476 4925

Polygraph and Private Investigators 505-476-4650

Barber, Cosmetology 505 476 4622

Certified Public Accountant 505 222 9850

Chiropractic, Osteopathic 505 476 4695

Construction Industries, Contractor Licensing 575 524 6320

Dental, Dental Hygiene 505 476 4680

Nutrition and Dietetics 505 476-4622

Financial Institutions 505 476 4885

Interior Design 505 476 4865

Landscape Architect 505 476 4930

Psychologists 505 476 4960

Massage Therapy 505 476 4870

Manufactured Housing 575 524 6320

Nursing Homes 505 476 4622

Optometry 505 476 4945

Occupational Therapy 505 476 4940

Physical Therapy 505 476 4880

Pharmacy 505 222 9830

Real Estate 505 222 9820

Securities 505 476 4580

### **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 concerning business registration requirements, please feel free to contact us.

### **FEES AND RENEWAL DATES**

The annual fee for a business registration is \$35. 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 fee is applied to late registrations submitted after the deadline of January 31<sup>st</sup>. Application forms are available from the office listed below:

**CITY OF ALAMOGORDO  
BUSINESS REGISTRATION OFFICE  
1376 EAST 9<sup>TH</sup> STREET  
ALAMOGORDO NM 88310  
575 439 4100**



## Right ... From the Start

Congratulations on making the decision to launch your own business. Now it's time to develop a plan and choose a legal structure, if you haven't done so, and make sure you comply with state and federal regulations. You can learn more about these requirements on our website, but here's some of what's involved:

### **Make a plan**

Studies show that business owners who craft a business plan have a higher rate of success. Just as you wouldn't travel in unfamiliar territory without a road map, you shouldn't embark on a business venture without an idea of where you're going and how to get there. See the *Plan for Profitability* page in this packet.

### **Choose a legal structure**

How you structure your business is up to you. You can be a sole proprietor or form a partnership. Perhaps a corporation or limited liability company offers more of what you need. The City can't offer you legal advice, but an attorney can. Effective July 1, 2013, if you incorporate your business, you must file with the New Mexico Secretary of State at [www.sos.state.nm.us](http://www.sos.state.nm.us).

### **Obtain a federal tax ID number**

Your business must be recognized by the federal government. While your personal Social Security number might suffice for a sole proprietorship, most businesses require an Employer Identification Number, or EIN. Apply for an EIN at the Internal Revenue Service website at [www.irs.gov](http://www.irs.gov).

### **Obtain a state gross receipts tax (CRS) number**

Apply for a state gross receipts tax number online at the New Mexico Tax and Revenue Service website at [www.tax.newmexico.gov](http://www.tax.newmexico.gov). or you may apply for one with the cashiers at water billing at City Hall. You must have an EIN before you apply for the state number.

### **Register your business with the City of Alamogordo**

Visit us in person at City Hall after you've received or applied for the state gross receipts tax.

### **Obtain necessary permits or certifications**

Permits and certifications are required for specific industries, including construction, financial services, manufactured housing, alcohol and gaming. To see whether your business requires special permits, visit the New Mexico Regulation and Licensing Division website at [www.rld.state.nm.us](http://www.rld.state.nm.us).

### **Follow the law when you hire**

The U.S. Department of Labor website at [www.dol.gov](http://www.dol.gov), lists federal rules governing workplace safety, wages and hours and nondiscrimination. Find rules specific to New Mexico – such as the state minimum wage – at the New Mexico Department of Workforce Solutions, [www.dws.state.nm.us](http://www.dws.state.nm.us). This is also where you register as an employer.



Have you visited your local ***Small Business Development Center (SBDC)*** yet?

We provide business assistance at no charge. If you have questions, the SBDC staff has answers. We have the experience and education to ensure you are starting your business correctly.

*Why does the SBDC exist?* By helping your small business succeed, we strengthen the local economy and the economy of New Mexico.

*What does this mean to you and your business?* We are here to ensure that your business is in full compliance with state and federal regulations from the very first day you are in business. We assist with idea feasibility, business plan development, tax registrations, financing requests, industry research and marketing plans. We provide confidential counseling and public workshops on a wide variety of business topics.

Remember our assistance is available for no-charge for the life of your business. So as your business continues to grow and prosper, let us be there help. When you succeed, we succeed!

Don't go it alone. Call for an appointment today.



**The Alamogordo SBDC is located on the NMSU Alamogordo campus**

**2400 N. Scenic Drive, SBDC/Technical Ed Bldg., Rm 107**

**Call 575-439-3660 or Visit our website at [www.nmsbdc.org/alamogordo](http://www.nmsbdc.org/alamogordo)**

The SBDC is a certified partner of the U.S. Small Business Administration and fully accredited by the National Association of Small Business Development Centers.