



BUSINESS REGISTRATION APPLICATION

1. Complete all information required. (Reference the City Code Ch. 155, Zoning) The Business Registration is subject to approval by the Planning and Zoning Department, if the business type is not permissible in the specified zoning district the Business Registration will be denied.
2. Check the appropriate box indicating the type of business.
 - a. **Home Occupation** (City Code Chapter 155, Zoning-155.20 through 155.124)
 - b. **Business within the City of Ruidoso Downs** (City Code Chapter 155.040 through 155.050)
3. The NM CRS (tax) ID number for the business is the NM gross receipts tax number. You must obtain a NMCRS ID Number before obtaining a Business Registration. **Supply a copy of the NM Tax and Revenue form with completed Business Registration Application to the Planning and Zoning Department.** (Information on obtaining a CRS (tax) ID can be found at <https://tap.state.nm.us/tap/#1> Contact New Mexico Taxation and Revenue, Roswell Office, at 575-627-2900).
4. If property owner is different than the applicant, obtain the signature of the property owner.
5. Sign, Date and Submit the completed application to Community Development Department for approval.

IF YOU ARE OPENING A BUSINESS LOCATION WHERE THE PUBLIC / CUSTOMERS VISIT, Follow Steps 6, 7 and 8 if applicable

6. To request a Building Inspection (required) call 575-378-1342.
7. To schedule Fire Inspection (required annually) call the City of Ruidoso Downs Fire Department at 575-378-1624 or 575-937-3140. **This application must be on-site at the time of the inspection.**
8. If your business will be preparing food, call 575-378-6162 for a Grease Trap Inspection. ALSO Contact the New Mexico Environment Department at 575-258-3272 to arrange a food safety inspection. **This application must be on-site at the time of the inspection.**

Application Fee is \$35. Fire Inspection Fee is \$25.

Annual Renewal fee of \$35 is on a calendar year and expires on December 31st of each calendar year. The business registration fee may not be prorated for a portion of the year.

\$10 late fee will be added if Business Registration is made past the 16th of March.

Fire Inspection (if applicable) \$25.00. IF Fire Inspection is complex this fee might be more. If you have any questions, 575-378-1342 or aherrera@ruidosodowns.us or jbravo@ruidosodowns.us

