



123 Downs Drive  
Ruidoso Downs, NM 88346  
575-378-4422

## 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 HAVE OR ARE OPENING A BUSINESS LOCATION WHERE THE PUBLIC/ CUSTOMERS VISIT, Follow Steps 6, 7 and 8 if applicable.**

6. To schedule Fire Inspection (required Annually) call the City of Ruidoso Downs Fire Department at 575-378-1624. **This application must be on-site at the time of the inspection.**
7. If your business will be preparing food, call 575-378-6162 for a Grease Trap and or Phosphorus 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 is \$35 and is on a calendar year that expires on December 31<sup>st</sup> of each year.**

**The Business Registration fee may not be pro-rated for businesses conducted for a portion of the year. A \$10.00 late fee will be added if Business Registration is not paid for by the 16<sup>th</sup> 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](mailto:aherrera@ruidosodowns.us)**

