

Home/Out-of-Town Contractor Business Registration

Fee \$35.00 a year

City Ordinance #1172-81 requires that all businesses apply for and obtain a business registration prior to engaging in business.

Please fill the out the following forms **COMPLETELY**.

- 1) **Contact the New Mexico Taxation & Revenue Department to apply for a New Mexico State Tax ID number. (a.k.a CRS number) The Taxation dept is located in Roswell. You will need to get an application, fill it out, fax it to them at (505) 624-6070 and call them at (505) 627-2900 and they will issue your number over the phone.**
- 2) **All of the form must have the completed general information and the NM State Tax ID number. The license cannot be processed without it.**
- 3) **Inspections/Zoning has to verify your residence is zoned for a business. The contact numbers are on your application. The license will not be processed without the zoning verification.**
- 4) **The last information on the page needs to be READ and signed.**
- 5) **The second page also needs to be READ, signed & dated. We will need immediate notification if the business is sold, closed or relocated.**
- 6) **Please bring the COMPLETED form to City Hall. We accept cash, checks, credit or debit cards, and money orders. We will accept credit card information via phone, however all debit card transactions have to be processed in person. You will receive a yearly bill to renew your business license every January.**

CITY OF CLOVIS
 PO BOX 760, CLOVIS NM 88101
 (505) 769-7830

Home / Out of Town Business
BUSINESS REGISTRATION APPLICATION FEE: \$35.00

CITY ORDINANCE #1172-81 REQUIRES THAT ALL BUSINESSES APPLY FOR AND OBTAIN A BUSINESS REGISTRATION PRIOR TO ENGAGING IN BUSINESS.

THE REQUESTED INFORMATION AND APPROVALS ARE REQUIRED TO PROMOTE THE GENERAL HEALTH AND WELFARE OF THE CITIZENS OF CLOVIS AND TO PROPERLY ESTABLISH BILLING ARRANGEMENTS. NO APPLICATION WILL BE ACCEPTED UNTIL ALL INFORMATION AND APPROVALS ARE COMPLETED.

DATE OF APPLICATION	TYPE
BUSINESS NAME	BUSINESS PHONE
BUSINESS LOCATION	HOME ENTERPRISE: YES NO
BUSINESS MAILING ADDRESS	
CITY	STATE ZIP
OWNER NAME	
HOME ADDRESS	HOME PHONE
NEW MEXICO'S STATE TAX NUMBER	
APPLICANT'S DATE OF BIRTH	SOCIAL SECURITY #
DRIVER'S LICENSE NUMBER	STATE

ARE YOU THE PROPERTY OWNER ON WHICH THE BUSINESS IS LOCATED? YES NO
NAME & ADDRESS OF NEAREST RELATIVE:

DEPARTMENT	ACTION TAKEN	DATE	SIGNATURE
ZONING			
INSPECTIONS 769-7829			

IMMEDIATE NOTIFICATION IS REQUIRED IF THE BUSINESS IS SOLD, CLOSED OR RELOCATED.
 THE BUSINESS IS RESPONSIBLE FOR ANY ADDITIONAL BILLING PLUS INTEREST THAT IS ASSESSED AT THE RATE OF 1.5% PER MONTH IF THE CITY IS NOT NOTIFIED OF CHANGES.
 LICENSE REGISTRATION FEES ARE NON-TRANSFERABLE AND WILL NOT BE PRORATED
 I ACKNOWLEDGE THAT I HAVE READ THE ABOVE INFORMATION.

SIGNATURE _____ **DATE** _____

City of Clovis

Business License Information

- Business License will be billed every January for renewal.
- It is the RESPONSIBILITY OF THE BUSINESS to notify the city of any change in mailing address and/ or location.
- IMMEDIATE NOTIFICATION is required if the business is SOLD OR CLOSED. Otherwise the business is responsible for any additional billing plus related interest at the rate of 1.5% per month.
- License Registration fees are NON-TRANSFERABLE and WILL NOT BE PRO-RATED.

I acknowledge that I have read the above information.

Signed

Date

Business Name

Revised 4/2008