



**CITY OF SUNLAND PARK**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

1000 McNUTT RD, SUITE "G" SUNLAND PARK, NM 88063 (575) 589-6913 FAX (575) 589-7481

**BUSINESS REGISTRATION APPLICATION**

Registration No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

An application must be completed and submitted along with the \$35.00 fee for the calendar year (January 1-December 31) for each business location. The fee will not be prorated. Annual renewal business fees are due by March 16<sup>th</sup> of each year. If this should fall on a weekend, walk-in renewal fees shall be due by the prior business day. Mail in renewals must be post marked by March 16<sup>th</sup>. If not pay by that date a delinquent penalty of \$10.00 will be incurred. Business certificates are not issued until all fees due are paid, and all inspections approved. To change ownership or business location, please contact the Community Development Department.

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

Physical Location of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Property Owner of Business Location: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Business is: Individual Ownership \_\_\_ Partnership \_\_\_ Corporation \_\_\_ Non-Profit \_\_\_  
(Please attach list of partners of corporate officers, with address)

State Tax ID # (CRS#): \_\_\_\_\_ DL: \_\_\_\_\_ DOB: \_\_\_\_\_

Date Business Initially Started: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Time & Days of Operation: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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**FOR CITY USE ONLY**

Zoning & Building Inspected by: \_\_\_\_\_

Comments: \_\_\_\_\_

Zoning: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Building Inspection Approved: \_\_\_\_\_ Building Inspection Disapproved: \_\_\_\_\_

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Fire Inspection by: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

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