

Thank you for your interest in opening a business with the City of Sunland Park.

If you could please provide us a brief description of what type of business will this be and how would this be operating in order for us to oversee what type of procedure and requirements we would need for your business registration.

- All businesses operating from a physical office location within the City of Sunland Park city limits are required to have a business registration
- Mobile food vendors, security and alarm firms, and any door to door activity conducted inside city limits do require a license, regardless of the office location Business conducted
- Business conducted as an independent contractor under a booth rental agreement does require a license

Standard requirements:

- All businesses must provide a copy of their State of New Mexico Tax Identification Number (also known as a Combined Reporting System or CRS number)
  - This may be obtained from:
    - New Mexico Taxation and Revenue Department
    - 2450 El paseo, Las Cruces, NM 88001
    - [575-524-6225](tel:575-524-6225)
    - [www.tax.newmexico.gov](http://www.tax.newmexico.gov)
- All Businesses with employees, other than owners, must provide a copy of the obtained Federal Employee Identification Number for those employees.
  - This may be obtained from:
    - Internal Revenue Service
    - 505 S. Main St., Las cruces, NM 88001
    - [575-527-6903](tel:575-527-6903)
    - [www.irs.gov](http://www.irs.gov)
- Proof of Ownership / Copy of Lease Agreement
- Copy of Current New Mexico State License
  - Business Holder / Owner is responsible for meeting all state and federal laws.
  - Concerning State permitting and food safety – contact the New Mexico Environment Department at (575) 524-6300, located at 1170 North Solano Drive.
    - All employees must obtain a Food Handlers Card.
- **Business Application Process with City of Sunland Park:**
  - Complete Business Application including:
    - Copy of State of New Mexico Tax ID Number Form (CRS number)
    - Copy of FEIN Form
    - Copy of Proof of Ownership / Copy of Lease Agreement Document
    - Deliver application to our Community Services office
  - **Application will be circulated for review and/ or site inspection by zoning department, building department and fire department**
    - Upon receipt of application Community Development department will request Fire Inspection and Building Inspections
    - Review ranges between 7- 21 business days
    - Inspectors must be able to get into the facility

- All remodeling construction work must be complete
  - Shelving and equipment must be in place so inspectors can see final set-up
- If application is approved, applicant will be contacted to follow up for payment fees and Issue of Certificate.