



## CITY OF SUNLAND PARK

### COMMUNITY DEVELOPMENT DEPARTMENT

1000 Mc NUTT RD, SUITE "G" SUNLAND PARK, NM 88063 (575) 589-3631 FAX (575) 589-1222

#### **Who is required to obtain a business registration from the City of Sunland Park?**

All businesses operating within city limits in the City of Sunland Park, including homebased businesses, are required to secure a business registration prior to conducting any business activity. Non-Profit organizations are required to notify our office of their location and complete a business registration. This ensures that all businesses meet applicable City Codes.

#### **Where do I apply for a business registration?**

Our office is located at 950 McNutt Rd.

Community Services Department.

Our office is open Monday – Friday from 8:00 to 5:00 p.m.

New Business Registrations and Renewals will be requested to schedule an appointment with our office to receive the appropriate time & assistance for the process.

#### **What will I need to bring?**

In order to apply for a business registration, you must complete a business registration application (available in our office or on our web-site at <http://www.sunlandpark-nm.gov> ) and must have a copy of your State of New Mexico Tax Certificate showing the physical location and Tax ID Number/CRS Number for your business. If you do not already have one, you can apply for one at the State of New Mexico Taxation and Revenue Department, located at 2540 El Paseo or online at [www.tax.newmexico.gov](http://www.tax.newmexico.gov).

#### **What is the fee for a business registration?**

Depending on the nature of your business, an annual fee is assessed to your registration and will range between \$35.00 and \$500.00.

**Please note a different fee schedule applies to special events, temporary stands, liquor licenses and other specialty licenses. Please contact our office for a comprehensive fee schedule.**

#### **How long will it take?**

The time it takes to issue your business registration will depend on the location, type of business, required inspections and approval from various city departments. Upon receiving your application and payment for your registration it will be forwarded to the applicable reviewing departments for approval and/or inspections. **Acceptance of your application does not guarantee approval or issuance of a business registration.**

#### **Are there special requirements for home-based business?**

Yes; the 2007 City of Sunland Park Code of Ordinances, as amended, allows home occupations from a residential structure or accessory building subject to specific conditions. Please contact our office for a comprehensive list of the requirements associated with a home occupation business based on the location.

#### **Are there special requirements for business operating from commercial locations?**

Yes; in addition to zoning verification and allowed uses for the property, there are inspections required from the building and fire department. You will also need to fill out a utility liquid waste questionnaire.

### **Are there special requirements for non-profit businesses?**

Yes; nonprofit corporations shall pay a required business registration fee of \$20.00 per year, for the safety of our citizens these types of organizations are required to notify our office of their location. In addition to verification of zoning and allowed uses for the property, inspections from the building and fire department will be required. Non-profit organizations are also required to provide proof of non-profit status (501c3 certificate).

### **Are there special requirements for mobile food units?**

Yes; a mobile food unit will be required to register using the owner's home address as their business location. They must also meet all requirements for a street vendor registration. A food certificate from the State of New Mexico

Environmental Health Department (located at 1170 N Solano Dr.) will be required at the time an application for a business registration is submitted. This certificate is also required from food establishments operating from a commercial location.

### **Why are there conditions on home occupations?**

The conditions in place for operating a business as a home occupation are intended to protect you, your clients, your neighbors and residential areas from negative impacts that could occur from unrestricted home-based businesses.

### **Are there any businesses that cannot be operated out of the home?**

Adult bookstore/video stores, adult amusement establishments, fortune telling, health and exercise facilities, massage parlors, palm reading, tattoo and body piercing parlors are all prohibited as home occupations.

Other types of home occupations may have special requirements associated with them. Contact the Community & Economic Development Department at 575-589-3631 for more information.

### **How often will I have to renew my business registration?**

A business registration is valid for 12 months and expires at the end of the month in which it is issued. Prior to expiration of a business registration, any person with a place of business in the City shall apply for a renewal of the business registration with the Community & Economic Development Department. If not paid by such date a delinquent penalty of \$10.00 will be incurred. One month prior to expiration, as a courtesy our department will mail a renewal notice. It is the responsibility of the business to ensure the registration is renewed every year. You can renew either by mail or in person.

Please note that every applicant must follow all applicable City, State and Federal Laws.

### **We are here to help you!**

If you have any questions or need additional information please do not hesitate to contact us at (575) 589 – 3631 or at [business.registrations@sunlandpark-nm.gov](mailto:business.registrations@sunlandpark-nm.gov) .

Our office is located at 950 McNutt Rd.

Community Services Department.

Our office is open Monday – Friday from 8:00 to 5:00 p.m.

<http://www.sunlandpark-nm.gov>

## **Business Holder/Owner is responsible for meeting all local ordinances and state and federal laws**

Please provide us a brief description of the nature of your business, your industry, number of employees and where you plan to locate your business. Based on this information we will advise you of the requirements and procedure for starting your business.

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 the City of Sunland Park do require a license, regardless of the office location or corporate business operation of the company
- Business conducted as an independent contractor under a booth rental or sub-lease agreement does require a business 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)
  - **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 Federal Employee Identification Number (FEIN) for all regular employees.
  - **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
  - **New Mexico Environment Department**
    - 1170 North Solano Drive. Las Cruces, NM 88001
    - [\(575\)288-2050](tel:575288-2050)
    - <https://www.env.nm.gov>
  - All employees must obtain a Food Handlers Card.

### **Business application requirements for businesses located within the City of Sunland Park: Sunland Park is located in postal zip codes, 88063, 88008 and 88068**

- Business Owner must submit a complete Business Application including:
  - Copy of State of New Mexico Tax ID Number Form (CRS number)
  - Copy of FEIN
  - Proof of Ownership / Copy of Lease Agreement Document
  - Deliver application to our Community & Economic Development office
- Plumbing and/or Electrical add-ons must be permitted/inspected by;
  - **NM Construction Industries Division**
    - 505 S. Main St. suite 103, Las Cruces, NM 88001
    - [575-524-6320](tel:575-524-6320)
    - [www.rld.state.nm.us](http://www.rld.state.nm.us)

- Completed application will be circulated for review and/ or site inspection by zoning department, building department and fire department.
- Review of application can range between 7- 21 business days. Depending on special circumstances this review could take longer
  - Prior to Building and/or Fire inspection
    - All remodeling construction work must be complete.
    - Shelving, desks and office equipment must be in place so inspectors can see final set-up.
    - State Plumbing and State Electrical Inspections must be complete
  - Review ranges between 7- 21 business days
  - Inspectors must be able to get into the facility to complete necessary inspections.
  - Upon receipt of completed application and **AFTER ALL STATE INSPECTIONS ARE COMPLETE**, Community & Development department will request Fire Inspection and Building Inspections.
- If application is approved, and Building and Fire Inspections are passed, applicant will be contacted to follow up for payment fees and Issue of Certificate.



**Bill Richardson**  
Governor

**STATE OF NEW MEXICO**  
**Taxation and Revenue Department**  
**Audit & Compliance Division**  
Albuquerque District



New Mexico  
Business with a conscience

**Duffy Rodriguez**  
Secretary Designate



CRS: [Redacted]  
Letter ID: [Redacted]

**STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT**  
**REGISTRATION CERTIFICATE**

Date ID Issued [Redacted]	IDENTIFICATION NUMBER [Redacted]	Business Start Date <b>01-Jul-2006</b>
Business Location [Redacted]		Business End Date [Redacted]
City and State [Redacted]		Zip Code [Redacted]
Taxpayer Name [Redacted]		Taxpayer Type [Redacted]
Firm Name [Redacted]		Filing Frequency [Redacted]
Mailing Address [Redacted]		
City and State [Redacted]		Zip Code [Redacted]

This Registration Certificate is issued pursuant to Section 7-1-12 NMSA 1978 for Gross Receipts, County Gross Receipts, Municipal Gross Receipts, Compensating and Withholding Taxes. This copy must be displayed conspicuously in the place of business. Any purchaser of the registrant's business is subject to certain requirements under Section 7-1-61 NMSA 1978.

Audit and Compliance Division Director

By \_\_\_\_\_

Any inquiries concerning your Identification Number should be addressed to the Audit & Compliance Division, P.O. Box 630, Santa Fe, New Mexico 87504-0630

Form Revised 02/2003

**THIS CERTIFICATE IS NOT TRANSFERABLE**

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**COMMUNITY DEVELOPMENT DEPARTMENT**

1000 Mc NUTT RD, SUITE "G" SUNLAND PARK, NM 88063 (575) 589-3631 FAX (575) 589-1222

**BUSINESS REGISTRATION APPLICATION**

Entity # \_\_\_\_\_ Permit Fee Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date issued: \_\_\_\_\_

NM CRS Number: _____	IRS FEIN _____	Please Attach
Application Type: New _____	Renewal _____	Change Business Type _____
Location Type: Home based _____	Commercial _____	Mobile _____
Business Structure: Individual _____	Partnership _____	Corporation _____
Industry: _____	Type of Business (description): _____	Non-Profit _____
		LLC/LLP _____

Current name of business (dba): \_\_\_\_\_

Business Owner's Name (if corporation, name of CEO/President) \_\_\_\_\_

Business Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Alternative Phone number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Number of Employees (Including owner): \_\_\_\_\_ Days of Operation: \_\_\_\_\_

Website or URL: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Contact name and telephone number: \_\_\_\_\_

**BUSINESS & PROPERTY INFORMATION**

Property Owner: \_\_\_\_\_

Attach Lease Agreement/Proof of Ownership

Will there be outside storage	Y	N	Does the business sell beer or wine	Y	N
Will there be an outside retail sales area	Y	N	Can Alcohol or Beer be consumed on your premises	Y	N
Does the business sell aerosol spray products	Y	N	Does the business sell/dispense cannabis	Y	N
Does the business sell tobacco products	Y	N	Do you require special licensure to operate? Attach Copy	y	N

APPLICANT'S NAME (printed): \_\_\_\_\_ TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICIAL USE ONLY**

<b>Zoning Approval:</b>							
<b>Building Inspected By:</b>							
<b>Comments</b>							
			<b>Approved:</b>	<b>Y</b>	<b>N</b>		
<b>Fire Inspection By:</b>							
<b>Comments</b>							
					<b>Approved:</b>	<b>Y</b>	<b>N</b>





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**BUSINESS REGISTRATION – NEW COMMERCIAL BASED BUSINESS CHECKLIST**

- Registration Number / Entity Number \_\_\_\_\_
- Complete** Business License & Registration Application signed
- Business Owner ID copy
- Lease Agreement / Proof of Ownership
- Copy of NM CRS Number Registration Certificate \_\_\_\_\_
- Copy of Federal Employee Identification Number
- Zoning: \_\_\_\_\_ Approved: Yes  No
- Food Establishment Type \_\_\_\_\_
  - Vending permit from the state of New Mexico Environment Department
  - Copy of Food Handlers Card(s)
- Child Care Operation Type \_\_\_\_\_
  - Operating permit from New Mexico Children Youth & Families Department
  - Zoning Certificate
- New Mexico Operator's License – NM Regulation & Licensing Department \_\_\_\_\_
- Copy of Passed Fire Inspection Yes  No
- Copy of Passed Building Inspection Yes  No
- Registration fee payment of \_\_\_\_\_ Date: \_\_\_\_\_

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

Complete Package Received by : \_\_\_\_\_ Date : \_\_\_\_\_

