

Business License & Registration

INTRODUCTION GUIDE TO REGISTER YOUR BUSINESS WITH THE CITY OF
SUNLAND PARK, NEW MEXICO



INTRODUCTION:

- Who needs a business registration?
- Standard Requirements
- Timeline
- Business license registration requirements
- Business License

WHO MUST REGISTER A BUSINESS?



- Anyone who engages in business in New Mexico must register with the Taxation and Revenue Department.
- “Engaging in business” means carrying on or causing to be carried on any activity with the purpose of director or indirect benefit.
- All corporations, LLC, and Partnerships must first register with the Secretary of State. You can register LLC’s online, but partnerships and Corporations registration forms must be completed and submitted via mail or in person. [For more information click here](#)
- All businesses operating from a physical office location within the City of Sunland Park city limits are required to have a business.
- Mobile Food Vendors, security and alarm firms, and any door to door activity conducted inside city limits do require a license.
- Business conducted as an independent contractor under a booth rental agreement does require a license.
- Business conducted at a home must also register to obtain a business license.

Specialization/ Case Filing

WE ARE THE GATEWAY TO THE LAND OF ENCHANTMENT



CITY OF SUNLAND PARK

Special Use Permit Procedure /
Proceso para Permiso de Uso Especial

1. APPLICATION / SOLICITUD

- Application
- Legal Lot of Record or Warranty Deed
- Building Elevations (if applicable)
- 1 Site Plan with dimensions
- 1 Interior floorplan
- Letter of statement of reasons (comprehensive statement)
- Solicitud
- Escritura de garantía
- Elevaciones de edificios (si corresponde)
- 1 Plano de conjunto/ sitio con medidas
- 1 Plano de la distribución interior con medidas
- Carta de exposición de motivos

2. INTERNAL REVIEW / REVISION INTERNA

- 5-10 business days of review
- 5-10 días hábiles de revisión

3. PAYMENT / PAGO

- \$625 non-refundable fee for commercial
- \$375 non-refundable fee for noncommercial
- \$275 non-refundable fee for daycares (5 or less children with Administrative Authorization)
- Cuota de \$625 (no es reembolsable) para uso comercial
- Cuota de \$375 (no es reembolsable) para uso no comercial
- Cuota de \$275 (no es reembolsable) para uso de guardería (con 5 o menos menores y con autorización administrativa)

4. PUBLIC NOTIFICATION / NOTIFICACION PUBLICA

- Mail out certified letters to neighboring property owners within a 200' radius (15 property owners as a minimum)
- Mandar por correo cartas certificadas a dueños de propiedades colindantes dentro de un radio de 200 pies (mínimo de 15 propietarios)

5. P&Z HEARING / AUDIENCIA DE P&Z

- The planning and zoning committee determines if the permit is approved or denied
- The hearings are held every second and fourth Wednesday of the month at 5:30 PM
- If denied, there are appeal options, contact CD staff
- La comisión de planeación y zonificación determina si el permiso es otorgado o negado
- Las audiencias son cada segundo y cuarto miércoles del mes a las 5:30 PM
- En caso de ser negado, hay opciones de apelar el caso, favor de contactar al departamento de CD



CITY OF SUNLAND PARK

Variance Procedure/ Proceso de Varianza

1. APPLICATION / SOLICITUD

- Application
- Legal Lot of Record or Warranty Deed
- Building Elevations (if applicable)
- 1 Site Plan with dimensions
- Hardship Letter
- Solicitud
- Escritura de garantía
- Elevaciones de edificios (si corresponde)
- 1 Plano de conjunto/ sitio con medidas
- Carta explicando su dificultad/ razon para pedir el permiso

2. INTERNAL REVIEW / REVISION INTERNA

- 5-10 business days of review
- 5-10 días hábiles de revisión

3. PAYMENT / PAGO

- \$275 non-refundable fee for residential
- \$1,025 non-refundable fee for commercial
- Cuota de \$275 (no es reembolsable) para uso residencial
- Cuota de \$1,025 (no es reembolsable) para uso comercial

4. PUBLIC NOTIFICATION / NOTIFICACION PUBLICA

- Mail out certified letters to neighboring property owners within a 100' radius
- Mandar por correo cartas certificadas a dueños de propiedades colindantes dentro de un radio de 100 pies

5. P&Z HEARING / AUDIENCIA DE P&Z

- The planning and zoning committee makes a recommendation to the City Council
- The hearings are held every second and fourth Wednesday of the month at 5:30 PM
- La comisión de planeación y zonificación da su recomendación al concilio de la ciudad
- Las audiencias son cada segundo y cuarto miércoles del mes a las 5:30 PM

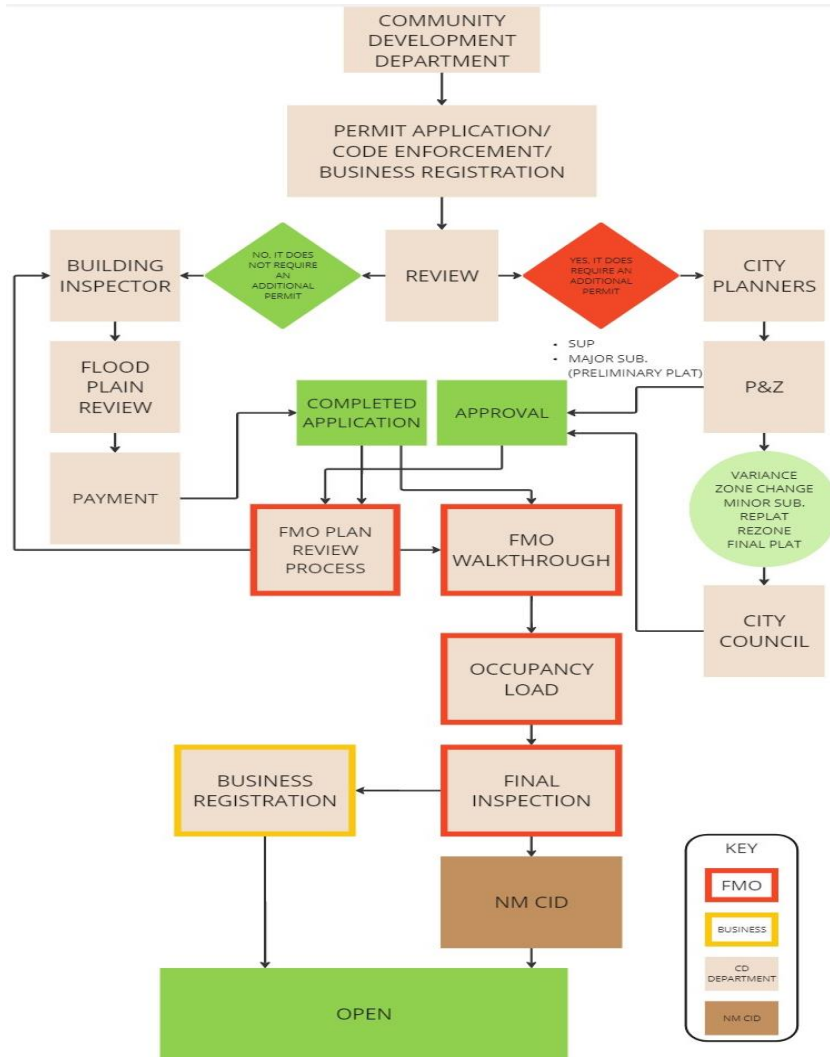
6. CITY COUNCIL HEARING / AUDIENCIA CON EL CONSEJO

- City council will make the final decision on the case, they will approve or deny
- The hearings are held every first and third Tuesday of the month at 6:00 PM
- If denied, there are appeal options, contact CD staff
- La comisión del concilio de la ciudad otorga o niega el permiso, tomando la decisión final
- Las audiencias son cada primer y tercer martes del mes a las 6:00 PM
- En caso de ser negado, hay opciones de apelar el caso, favor de contactar al departamento de CD



SUNLAND PARK

Timeline



Application

- Business owner must complete business application.
- FEIN/CRS/Proof of ownership of location or lease agreement
- NM State License

Review

- 7-15 days to review
- Remodeling and interior must be completed.
- All state inspections, permits must be completed
- A final fire inspection will be conducted

Open

- Once process has been reviewed, verified and approved a Business license will be issued.

STANDARD REQUIREMENTS



Businesses

Manage items for my business.

- > **Apply for a New Mexico Business Tax ID**
- > Check New Mexico Business Tax ID Status
- > View Business Location Rates
- > Update My Employer ID
- > Learn More About Registering Your Business
- > Tax Clearance Request

All business must provide a copy of their State of New Mexico Tax Identification Number also known as CRS (Combined Reporting System). This may be obtained from: New Mexico Taxation and Revenue Department

[Register for a CRS here](#)

New Mexico Taxation & Revenue Department

NM | TAXATION & REVENUE | Taxpayer Access Point (TAP)

Can I Help?

Warning: The New Mexico Taxation and Revenue Department prohibits the use of password sharing to gain third-party access to any tax account. The Department requires the use of a third-party logon to gain third-party access to an account. Please contact the department at 866-285-2996 with any questions on how to obtain third-party access. ACD-31102 Tax Information Authorization Tax Disclosure Form can be found [here](#).

Logon

Password

Log in

Why sign up?

Forgot logon or password?

New to TAP?

Create a Logon



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



Bill Richardson
Governor

Duffy Rodriguez
Secretary Designate



CRS: [Redacted]
Letter ID: [Redacted]

You will receive a registration certificate after applying for a CRS

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT
REGISTRATION CERTIFICATE

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

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT
REGISTRATION CERTIFICATE

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

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STANDARD REQUIREMENTS

 DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: MO-DY-YEAR

Employer Identification Number:
XX-XXXXXXX

Form: SS-4

Number of this notice: XX ### X

HEARING LOSS ASSOCIATION OF AMERICA

Chapter's Name

Chapter's Street/Mailing Address

City State Zip

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN XX-XXXXXXX. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please take the appropriate action using the attached tear-off stub and return it to us.

Federal Employee Identification Number

An employer Identification Number (EIN) is also known as a Federal Tax Identification Number and is used to identify a business entity.

All COSP Businesses with employees, other than owners, must provide a copy of the obtained Federal Employee Identification Number for those employees.

Please click on the following link to determine if you need a FEIN:

[* FEIN QUESTIONS](#)

[* APPLY FOR AN EIN ONLINE](#)

STANDARD REQUIREMENTS



Registering your business name with the Secretary of State is an important step in establishing and protecting your business identity.

Reasons to Register Your Business Name:

- * **Exclusive Use:** Registering your business name ensures that no other business in the state can use the same name, providing exclusive rights to the name.
- * **Protection from Confusion:** Registering your business name helps prevent confusion among customers and competitors, ensuring that your business is distinct and recognizable.
- * **Establishing Business Identity:** Registering your business name is an essential step in establishing your business identity, including obtaining necessary licenses, permits, and tax ID's.

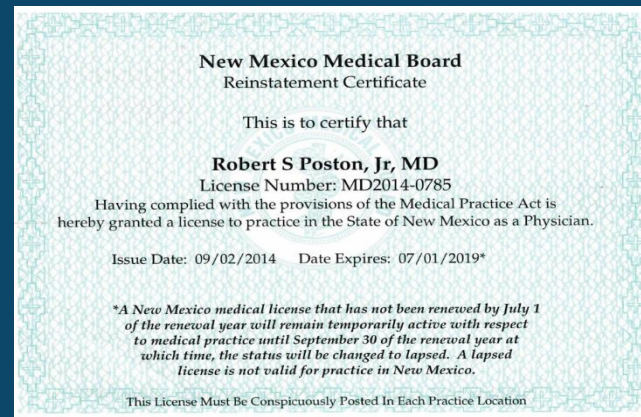
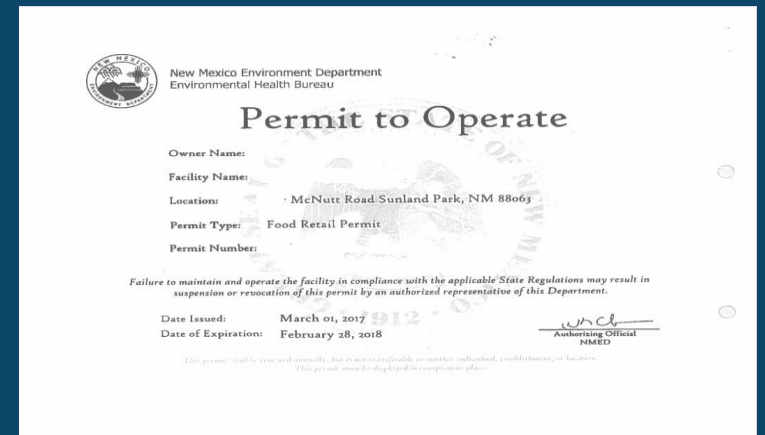
[Secretary of State Online Portal](#)

Standard Requirements

Please note that additional documentation or requirements may be necessary, contingent upon the specific nature and scope of your business operations.

Important links to visit:

- [New Mexico Environment Department](#)
- [New Mexico Regulation & Licensing Department](#)
- [New Mexico Board of Nursing](#)
- [New Mexico Early Childhood Education & Care Department](#)



When am I ready to register my business to receive a license?



1. All state requirements are researched and met.
2. New Building – When you have obtained clearance from Community Development (CD) (SUP, Zone, CID)
3. New plumbing/Electrical – When you have obtained clearance from CD (SUP, Zone, CID)
4. Cannabis – When you have obtained clearance from CD (SUP, Zone, CID)
5. Moving into an existing building with NO changes
6. When you are renewing your business license and there are no changes to your business.

Home Based Business

Some homebased business will need a fire inspection and review from the Community Development Staff.

Business Registration Application



CITY OF SUNLAND PARK
 COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
 950 Mc NUTT RD, SUNLAND PARK, NM 88063 PHONE: (575) 589-3631

BUSINESS REGISTRATION/RENEWAL APPLICATION

Entity # _____ Permit Fee Amount: _____ Date Received: _____ Date Issued: _____

Please Attach All Required Documents Found on Back of Application

Application Type: New _____ Renewal _____ Change Business Type _____ Change Location _____
 Location Type: Home based _____ Commercial _____ Mobile _____ Temporary _____ Online _____
 Business Structure: Individual _____ Partnership _____ Corporation _____ Non-Profit _____ LLC/LLP _____
 Industry: _____ Type of Business (description): _____

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: _____

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

Sq. Footage of Building: _____ County Parcel ID: _____ Zoning: _____

APPLICANT'S NAME (printed): _____ TITLE: _____

SIGNATURE: _____ DATE: _____

BY ACCEPTING THIS APPLICATION, THE CITY DOES NOT GUARANTEE APPROVAL OF THE APPLICATION

Business Registration

Checklist



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

BUSINESS REGISTRATION – NEW COMMERCIAL BASED BUSINESS CHECKLIST

- Registration Number / Entity Number _____
- Business License & Registration Application – *(Completed with signature and date)*
- 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: _____



Final Fire Inspection

FMO



Sunland Park Fire Department
1030 McNutt Road
Sunland Park, NM 88063
Phone: (575) 589-2302

Fire Inspection Report V1.0

Business Name: Green Labs Cannabis	Date/Time of Inspection: 06/28/2024 12:44:36
Address: 245 Derby , Sunland Park, NM, 88063	Inspected by: Dennis Schoen
Suite/Unit: --	Inspection Status: <u>Completed</u>
Occ Class: M	Fire Zone:

No Fire Code Violations were noted during inspection. Thank you for you efforts in minimizing potential life safety issues.

Fire Inspection Results

Means of Egress :

✓ Violation corrected during inspection

ITEM: Manually operated flush bolts or surface bolts and additional locks and latches are not permitted on exit doors.

CODE: IFC - 1010.2.4 - Locks and latches. - Locks and latches shall be permitted to prevent operation of doors where any of the following exist: 1.Places of detention or restraint. 2.In Group I-1, Condition 2 and Group I-2 occupancies where the clinical needs of persons receiving care require containment or where persons receiving care pose a security threat, provided that all clinical staff can readily unlock doors at all times, and all such locks are keyed to keys carried by all clinical staff at all times or all clinical staff have the codes or other means necessary to operate the locks at all times. 3.In buildings in occupancy Group A having an occupant load of 300 or less, Groups B, F, M and S, and in places of religious worship, the main door or doors are permitted to be equipped with key-operated locking devices from the egress side provided: 3.1.The locking device is readily distinguishable as locked. 3.2.A readily visible durable sign is posted on the egress side on or adjacent to the door stating: "THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED". The sign shall be in letters 1 inch (25 mm) high on a contrasting background. 3.3.The use of the key-operated locking device is revocable by the fire code official for due cause. 4.Where egress doors are used in pairs, approved automatic flush bolts shall be permitted to be used, provided that the door leaf having the automatic flush bolts does not have a doorknob or surface-mounted hardware. 5.Doors from individual dwelling or sleeping units of

1/3



After Approval- Business Certificate

