



Instructions for a Business License Application

City of Rio Rancho – Office of the City Clerk
3200 Civic Center Circle NE, Suite 150, Rio Rancho, NM 87144
Phone: (505) 891-5004 • Fax: (505) 994-2557 • Email: clerk@rrnm.gov

Welcome and thank you for your interest in opening a business. The City Clerk's Office is excited about your plans of doing business and is committed to making the process as smooth as possible. This list of resources has been assembled to help you navigate through the licensing process from start to finish. Additionally, our office is available to answer questions or provide additional information, so please contact us via phone, email or in-person.

Below are the Steps and Processes for obtaining a Business License with the City of Rio Rancho.

Step 1 – Applications/Forms

The following forms will need to be filled out completely and returned to the City Clerk's office to begin the process of obtaining a Business License.

Commercial Businesses will need:

- 1 – Business License Application
- 2 – Wastewater Survey
- 3 – Business Emergency Contacts/Alarm Information

Home Occupation Businesses will need:

- 1 – Business License Application
- 2 – Home Occupation Permit Application
- 3 – Home Occupation Business Fire Inspection

Out of City Businesses will need:

- 1 – Business License Application

**** NOTE**** A valid State issued BTIN# (Tax ID Number) is required for ALL businesses. If you do not already have a BTIN#, you can obtain one by contacting the New Mexico Taxation & Revenue Department at: <https://tap.state.nm.us/tap/> / or 505-827-0700.

Step 2 – Where to Return All Completed Forms

Once all the forms are filled out and signed, they may all be returned to the City Clerk's office in-person, by fax, by mail or by e-mail.

In-Person/Mailing Address: 3200 Civic Center Circle NE, Suite 150, Rio Rancho, NM 87144

Fax Number: 505-994 2557

Email Address: clerk@rrnm.gov

If you have been issued a State or Federal License for your business, you MUST submit a copy with your application. A copy of your liability insurance MUST also be included.

Step 3 – Process Once Received in Clerk's Office

Once the application has been received by our office, we will review the application to make sure all the information is complete. If there is missing information we will contact you via phone or email to obtain the missing information before submission to the Zoning Department.

Commercial and Home Occupation applications will be forward to Development Services Department for approval. Once we receive the approved application back, we will contact you via e-mail with additional instructions for completing the process.

Step 4 - Payment of fees

Once the completed application has been processed, we will email you a link for online payment of the fee(s).

Fees Schedule:

| | |
|--|--|
| Cannabis Establishment | \$250 per year |
| Amusement Ticket Brokers | \$125 per year |
| Auctioneers | \$10 per day per auction or \$150 per year |
| Carnivals | \$100 per day |
| Circuses | \$100 per day |
| Dealers in Second Hand Goods | \$50 per year |
| Loan Agents and Agencies | \$125 per year |
| Pawnbrokers and Pawn Shops | \$150 per year |
| Private Detectives | \$100 per year |
| Traveling Shows | \$75 per day |
| Wrestling or Sparring Exhibitions and Contests | \$100 per day |

Commercial Businesses Only: The Fire Inspection fee is also an annual (yearly) fee based on the square footage of your commercial location. (See fee schedule below)

Fire Inspections (Businesses without hazardous materials or operations)

| | |
|-----------------------------|---------|
| Up to 1,500 sq. ft..... | \$30 |
| 1,501 -3,000 sq. ft. | \$60 |
| 3,001-6,000 sq. ft. | \$110 |
| 6,001-9,000 sq. ft. | \$160 |
| 9,001-12,000 sq. ft. | \$210 |
| 12,001-25,000 sq. ft. | \$230 |
| 25,001-100,000 sq. ft. | \$500 |
| Over 100,000 sq. ft. | \$1,500 |

Fire Inspections (Businesses with hazardous materials or operations)

| | |
|-----------------------------|---------|
| Up to 3,000 sq. ft..... | \$80 |
| 3,001-6,000 sq. ft. | \$160 |
| 6,001-9,000 sq. ft. | \$210 |
| 9,001-12,000 sq. ft. | \$260 |
| 12,001-25,000 sq. ft. | \$310 |
| 25,001-100,000 sq. ft. | \$620 |
| Over 100,000 sq. ft. | \$1,860 |

Home Occupation Businesses Only: The Home Occupation Permit fee is a one-time fee of \$67.00.

Renewal Notice Process:

Renewal notices are sent out 30 days prior to your expiration. This will give you a full month to renew your business license before it expires. If we receive your payment after the expiration date, a \$10.00 late fee will be added.



Application for Business License

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Please fill out all the information on this form by typing, or using blue, or black ink. Return application to the City Clerk's Office in person, by email, fax or mail. Please contact us at (505) 891-5004 with any questions.

SECTION 1 - Type of License

Please indicate the type of license you are applying for: (fees are included on the Instruction sheet)

- | | |
|---|---|
| <input type="checkbox"/> Cannabis Establishment | <input type="checkbox"/> Loan Agents and Agency |
| <input type="checkbox"/> Pawnbroker and Pawn Shop | <input type="checkbox"/> Traveling Shows |
| <input type="checkbox"/> Amusement Ticket Broker | <input type="checkbox"/> Circuses |
| <input type="checkbox"/> Dealers in Second Hand Goods | <input type="checkbox"/> Carnivals |
| <input type="checkbox"/> Wrestling or Sparring Exhibitions and Contests | <input type="checkbox"/> Auctioneers |

If your business requires a State License, you **MUST** submit a copy with your application.

_____ Copy Provided
License # _____ Expiration Date _____

Copy of Liability Insurance Copy Provided Not Applicable

Non-Profits must provide copy of 501(c) paperwork at time of application. Copy Provided

SECTION 2 - Business Information

Type of Business: Commercial Home Occupation Non-Profit Out of City

Business Name: _____

DBA: _____

Physical Address of Business: _____
City/State Zip

Commercial Locations ONLY, Provide square footage of location: _____

Mailing Address: _____
City/State Zip

Phone #: _____ Email: _____
REQUIRED **REQUIRED**

SECTION 3 - Tax Information

NM BTIN # (Tax ID): - -

Note: Social Security #'s or EIN #'s NOT allowed. MUST obtain a BTIN # from the NM Taxation & Revenue Department.

Type of Ownership: _____
Corporation/LLC/Partnership/Sole Proprietor/Non-Profit/Etc.

Brief description of nature of business: _____

NAICS Code: _____

Search NAICS Codes at: <https://www.naics.com/search/>, or use list on Page 3

SECTION 4 - Owner/Co-Owner/CEO/President/Office Manager etc.

Owner/#1: _____
First & Last Name Title/Position Held

Home Address: _____
City/State Zip

#2: _____
First & Last Name Title/Position Held

Home Address: _____
City/State Zip

#3: _____
First & Last Name Title/Position Held

Home Address: _____
City/State Zip

For additional Corporate personnel please attach names, title/position held, and home addresses on a separate paper.

SECTION 5 - Signature of Applicant

By signing this form, I attest that the information I have provided herein is true and accurate to the best of my knowledge. I certify that I am authorized to sign the same as an agent on behalf of the above stated business. I agree to pay all associated fees including: the annual business license fee, fire inspection fees, and other permit fees as required by the City of Rio Rancho. I understand that I must file any changes to my business status, operations, and/or contact information with the City Clerk's office in a timely manner.

Printed Name: _____ Date: _____

Signature: _____
Owner, Partner, or Corporate Officer Title/Position Held

SECTION 6 - OFFICE USE ONLY

Zoning: Approved Not Approved

Zoning Specialist Signature _____ Date _____ Current Zoning _____

Commercial Tracking # Issued: _____
Tracking # used for scheduling building inspection.

Fire Inspection: Approved Not Approved Non-Hazardous
 Hazardous

Rio Rancho Fire Marshal Signature _____ Date of Approval/Inspection _____

Building Inspection: Approved Not Approved

Building Inspector Signature _____ Date of Approval/Inspection _____



THE CITY OF VISION

Please choose the code that closest suites your business and
place the number on the NAICS code section of the Business Registration Application.(Section 2)

North American Industrial Classification Systems (NAICS Codes)

11 Agriculture, Forestry, Fishing & Hunting

- 111 Crop Production
- 112 Animal Production & Agriculture
- 113 Forestry and Logging
- 114 Fishing, Hunting, and Trapping
- 115 Support Activities for Ag and Forestry

21 Mining, Quarrying, and Oil and Gas Extraction

- 211 Oil and Gas Extraction
- 212 Mining (except Oil & Gas)
- 213 Support Activities for Mining

22 Utilities

- 221 Utilities

23 Construction

- 236 Construction of Buildings
- 237 Heavy and Civil Engineering Construction
- 238 Specialty Trade Contractors

31-33 Manufacturing

- 313 Textile Mills
- 314 Fabric Mills
- 315 Apparel Manufacturing
- 316 Leather and Allied Product Manufacturing
- 321 Wood Product Manufacturing
- 322 Paper Manufacturing
- 323 Printing and Related Support Activities
- 324 Petroleum and Coal Products Mfg
- 325 Chemical Manufacturing
- 326 Plastics and Rubber Products Mfg
- 327 Nonmetallic Mineral Product Mfg
- 331 Primary Metal Manufacturing
- 332 Fabricated Metal Product Manufacturing
- 333 Machinery Manufacturing
- 334 Computer and Electronic Product Mfg
- 335 Electrical Equipment, Appliance & Component Mfg
- 336 Transportation Equipment Mfg
- 339 Miscellaneous Mfg

42 Wholesale Trade

- 423 Merchant Wholesalers, Durable Goods
- 424 Merchant Wholesalers, Nondurable Goods
- 425 Wholesale Electronic Markets & Agents and Brokers

44-45 Retail Trade

- 441 Motor Vehicle and Parts Dealers
- 442 Furniture and Home Furnishings Stores
- 443 Electronics and Appliance Stores
- 444 Bldg Material & Garden Eqmt & Supplies Dealers
- 445 Food and Beverage Stores
- 446 Health & Personal Care Stores
- 447 Gasoline Stations
- 448 Clothing and Clothing Accessories
- 451 Sporting Goods, Hobby, Musical Instrument & Book Stores
- 452 General Merchandise Stores
- 453 Miscellaneous Store Retailers
- 454 Non-store Retailers

48-49 Transportation and Warehousing

- 481 Air Transportation
- 482 Rail Transportation
- 483 Water Transportation
- 484 Truck Transportation
- 485 Transit & Ground Passenger Transp
- 486 Pipeline Transportation
- 487 Scenic and Sightseeing Transportation
- 488 Support Activities for Transportation
- 491 Postal Service
- 492 Couriers and Messengers
- 493 Warehousing and Storage

51 Information

- 511 Publishing Industries (Except Internet)
- 512 Motion Picture & Sound Recording Industries
- 515 Broadcasting (except internet)
- 517 Telecommunications
- 518 Data Processing, Hosting & Related Svcs
- 519 Other Information Services

52 Finance and Insurance

- 521 Monetary Authorities-Central Bank
- 522 Credit Intermediation & Related Activities
- 523 Securities, Commodities & Other Financial Investment Related Activities
- 524 Insurance Carriers and Related Activities
- 525 Funds, Trusts & Other Financial Vehicles

53 Real Estate & Rental & Leasing

- 531 Real Estate
- 532 Rental & Leasing Services
- 533 Lessors of Non-financial Intangible Assets (except Copyrighted Works)

54 Professional, Scientific & Technical Services

- 541 Professional, Scientific & Technical Svcs.

55 Management of Companies and Enterprises

- 551 Management Companies and Enterprises

56 Admin & Support & Waste Mgmt & Remed. Svcs

- 561 Administrative & Support Services
- 562 Waste Mgmt and Remed. Services

61 Educational Services

- 611 Educational Services

62 Health Care & Social Assistance

- 621 Ambulatory Health Care Services
- 622 Hospitals
- 623 Nursing & Residential Care Facilities
- 624 Social Assistance

71 Arts Entertainment & Recreation

- 711 Performing Arts, Spectator Sports & Related Industries
- 712 Museums, Historical Sites & Similar Inst.
- 713 Amusement, Gambling & Rec. Ind.

72 Accommodations & Food Services

- 721 Accommodation
- 722 Food Services & Drinking Places

81 Other Services (except Public Administrator)

- 811 Repair & Maintenance
- 812 Personal & Laundry Services
- 813 Religious, Grant making, Civic, Professional & Similar Organizations
- 814 Private Households

92 Public Administration

- 921 Executive, Legislative & Other Gen. Govt. Support
- 922 Justice, Public Order, and Safety Activities
- 923 Administration of Human Resource Programs
- 924 Admin of Environmental Quality
- 925 Admin of Hsng Prgms, Urban Planning & Community Development
- 926 Admin of Economic Programs
- 927 Space Research & Technology
- 928 National Security & International Affairs