



Instruction for a Home Occupation Business

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 registration 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.

Step-by-step instructions for obtaining a Home Occupation Business Registration:

Step 1 – Applications/Forms

The attached forms must be filled out completely, signed and returned to the City Clerk's Office

- 1) Business Registration Application*
- 2) Home Occupation Permit Application
- 3) Home Occupation Business Fire Inspection

**A valid BTIN # (Tax ID #) is required for ALL businesses. (Section 2) If you do not have a BTIN #, please obtain one from NM Taxation & Revenue Department at: <https://tap.state.nm.us/tap/> or 505-827-0700.*

Step 2 – Where to Return All Completed Forms

Once forms are filled out and signed**, they must be returned to the City Clerk's Office as follows:

- **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

***A copy of required State or Federal licensure MUST be submitted with completed application (for applicable businesses). A Copy of your Liability Insurance MUST also be submitted. (See Section 4 for more information). If you have a State or Federal license, a copy of your liability insurance must be submitted.*

Step 3 – Review of Application

City Clerk staff will review the application to verify completeness and accuracy. You will be contacted via phone or email to obtain missing information.

Completed applications will be forwarded to Development Services Department (DSD) for approval. Once approved by DSD (24–48 hour typical turnaround) our office will process the application and contact you via email with a link for online payment of the fees. Once payment has been received and processed, we will email you a copy of your home occupation permit, business registration, and receipt of payment.

Fees are as follows: Business Registration fee is an annual (yearly) fee of \$35.00. The Home Occupation Permit fee is a one-time fee of \$67.00

Annual Renewal Notice:

Renewal notices are sent out on the last day of the month before your registration expires. Example: if the expiration date is 07/31/2000 the renewal notice will be sent out by 06/30/2000. If payment is received after the expiration date, a \$10.00 late fee will be assessed.



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

Home Occupation Permit Guidelines

Please Read

Should a resident desire to operate a business out of a home or an apartment in a residential district, it is a home occupation permit. This permit allows for the conduct of business within a residential zone and is governed by Section 121 of the Rio Rancho zoning ordinance.

During the interview, you will be asked a number of questions that reflect the rules and regulations in Section 121 of the zoning ordinance. This section covers the rules and regulations you must adhere to during the operation of your home business. Please take the time to study this section as your interview questions are based on it.

The applicant is required to register his/her business in Rio Rancho. The business registration fee of \$35.00 is renewable annually. Failure to register the home occupation with the City Clerk within thirty (30) days of issuance will result in the home occupation permit being revoked.

The City Fire Marshal may inspect the applicant's home. This inspection appointment will be scheduled by the City Fire Marshal at a mutually agreed upon date and time. Details of the requirements are attached. When the City Development Department representative is in receipt of a satisfactory Fire Inspection report, the home occupation permit will be prepared and mailed to the applicant. This permit will be valid as long as no infractions of the ordinance are committed. The City Development Department and City Clerk offices must be notified of any address changes that occur.

City of Rio Rancho D.P.S. Fire Division Policy Requirements

Fire Marshal: Fire Marshall James Wenzel

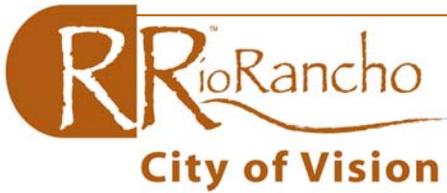
Telephone: (505) 891-5924

- Fire Extinguisher: 2.5lb (minimum size) ABC rechargeable
- Smoke Detector: One (1) on each level of the home
 - Ground floor – bedroom hallway ceiling
 - Upper floor – ceiling at top of stairs
- Heater and water heater closets
 - No storage of combustibles
 - Safety relief valve on water heater
 - Cover or seal gaps in these areas between door jams and drywall with one-hour fire resistant material
 - Patch all holes around pipes and outlets

Home Occupation Permit Rules

Section 121

1. Resident occupants of the residence may conduct such occupation. A maximum of one (1) full-time equivalent employee not to exceed two (2) persons, may report to the residence to engage in the home occupation.
2. The home occupation use of a dwelling shall be clearly incidental and subordinate to its residential use. Not more than 25% of the dwellings gross floor area or, up to a maximum of 500 square feet shall be used for conducting the home occupation. The use of accessory structures is permitted under the same criteria.
3. Storage in connection with any home occupation shall be totally enclosed and shall be limited to items which are necessary to conduct the home occupation or, limited to items that have been ordered by a customer but have not been delivered to the customer.
4. There shall be no direct sale of products off display shelves or racks. Retail sales shall only be conducted if product orders are placed earlier by telephone. Sales to customers shall be arranged by appointment so that not more than one (1) customer vehicle is at the dwelling at any one (1) time.
5. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of a home occupation and there shall be no open storage of business related equipment or supplies. One (1) company-owned vehicle that is one-ton or smaller, that may be used for personal transportation purposes also, shall be exempt from this condition.
6. Customer hours shall be limited to 7:00AM through 7:00PM. The number of clients/patrons shall be no more than ten (10) per day.
7. No use shall create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard, or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in an average residential occupancy under normal circumstances wherein no home occupation exists.
8. There shall be no explosive, highly flammable, combustible, corrosive, etiologic, radioactive, or other materials restricted by City adopted ordinances, used or stored on the premises of a home occupation beyond the amount kept at a normal residential dwelling or on hand to operate or maintain equipment and permitted by the Fire Code as adopted by the City of Rio Rancho.
9. Parking. A home occupation shall not cause the elimination of any required off-street parking for the main dwelling.
10. Signs. No signs advertising the business or its products are allowed on the premises with the exception of permitted signage on vehicles as noted in Rule #5.
11. Number of home occupations. In no case shall more than two (2) home occupations be conducted on a single site, and where there are two (2) permitted, the limitations of this ordinance shall apply to the combined uses.
12. All home occupations shall require a business registration from the City Clerk offices.



City of Rio Rancho
Development Services
3200 Civic Center Circle NE, Ste 130
Rio Rancho, NM 87144
(505) 891-5005 Fax: (505) 896-8994

Home Occupation Permit Application

Applicant

Fee \$67.00

Name (Print):
Business Name:
Address:
City: State: Zip:
Phone: Alt phone:
Email:

Legal Description

Unit/Subdivision: Block: Lot:
Tract/Parcel: Zoning:

Details

Do you have a current Home Occupation Permit for a separate business at this location? Yes No

Were you issued a copy of the Home Occupation Rules when you received this application? Yes No

Have you read the Home Occupation Rules? Yes No

Please describe, in detail, the type of Home Occupation, specifically regarding any sales or work to be done on the premises.

Will the proposed business require any other permits or licenses? Yes No

Will the proposed business produce any type of noise, glares, fumes, or odors? Yes No

How will business related tools and materials be stored?

What is the number of business related vehicles?

Where will business related vehicles be parked?

Other than family members residing at this location, will anyone else be employed for this Home Occupation? Yes No

If so, please specify.

Will the use of your home as a business base be clearly secondary to its use as a residence? Yes No

Please read the following and attest to it with your signature: To the best of my knowledge, the above information is accurate. I have read and understand the Home Occupation Rules and Regulations. Any violation of these rules and regulations shall cause my permit to be revoked.

Applicant's Signature

Date



RIO RANCHO FIRE AND RESCUE DEPARTMENT
1526 STEPHANIE ROAD SE
RIO RANCHO, NM 87124
(505) 891-5871

Criteria for Home Occupation Business Fire Inspections

If the business involves any of the below listed functions, you shall be required to obtain a fire inspection prior to obtaining a new business registration or renewing a current registration.

- Yes No Care of children or adults other than your own?
 Yes No Storage of flammable liquids in the residence that are necessary for the operation or function of your business?
 Yes No Storage of chemicals in the residence, other than common household cleaner that are necessary for the operation or function of your business?

If you answered “No” to all of the above questions, a fire inspection is not required. If you answered “Yes” to any of the above questions call the Fire Marshal's Office at (505) 896-8293 to schedule a fire inspection. By signing below, the business owner/occupant acknowledges and agrees to abide by all conditions and provisions of Rio Rancho Uniform Fire Code.

The Fire and Rescue Department reserves the right to request entry onto the premises and reserves the right of entry pursuant to the provisions of the Rio Rancho Fire Code.

Owner/Occupant (Signature)

Date

Business Name

Address (No P.O. Box)