



Instruction for an Out of City 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 an Out of City Business Registration:

Step 1 – Application

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

1) Business Registration Application*

**A valid BTIN # (NM Tax ID #) is required for ALL businesses. (Section 2) If you do not already 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 Completed Application

Once form is 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 and a copy of your liability insurance MUST be submitted with completed application (for applicable businesses). (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 processed and we will email you a link for online payment of the fee. Once payment has been processed, we will email or mail out a copy of your business registration and receipt of payment.

Fees are as follows: Business Registration fee is an annual (yearly) fee of \$35.00.

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.



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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