



## Instruction for a Limited Time Business Registration

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](mailto:clerk@rrnm.gov)

On behalf of the City of Rio Rancho, 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 Limited Time Business Registration:

### **Step 1 – Application**

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

#### 1) Limited Time Business Registration Application\*

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

### **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:** 3200 Civic Center Circle NE, Suite 150, Rio Rancho, NM 87144
- **Mailing Address:** Office of the City Clerk, 3200 Civic Center Circle NE, Suite 150, Rio Rancho, NM 87144
- **Fax Number:** 505-994-2557
- **Email Address:** [clerk@rrnm.gov](mailto:clerk@rrnm.gov)

*\*\*A copy of required State or Federal licensure **MUST** be submitted with completed application (for applicable businesses). (See Section 5 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 with payment instructions. Once payment has been processed, we will email or mail you a copy of your business registration and receipt of payment.

**Fees are as follows:**      4 day registration fee: \$5.00.  
   6 month registration Fee: \$20.000

If at any time you have questions, please call us at: 505-891-5004 or email at [clerk@rrnm.gov](mailto:clerk@rrnm.gov). We are happy to assist you any way we can.



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**SECTION 5 - State or Federal Licensing Information**

If your business requires one of the following Licenses/Permits, you MUST submit a copy with your application.

- NM Environment Department Food Permit
- Federal Environmental Protection Agency Permit(s)
- NM Contractor's License
- NM Medical/Pharmaceutical License(s)
- NM Cosmetology/ Barbers License
- NM Liquor License
- NM Real Estate/Broker License
- Well Drillers
- NM Veterinary Medicine
- Federal Firearms License
- Any other License(s)

\_\_\_\_\_  Copy Provided  
License # Expiration Date

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

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**SECTION 6 - 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 business registration 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

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**SECTION 7 - 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