

CITY OF RUIDOSO DOWNS

123 Downs Drive
Ruidoso Downs, NM 88346
(575) 378-4422, Fax (575) 378-4586

BUSINESS REGISTRATION RENEWAL/TEMPORARY/SEASONAL/PHOSPHORUS APPLICATION

INSTRUCTIONS FOR COMPLETING APPLICATION

1. Check the appropriate box indicating the type of business.
2. Enter the information for the business and the business owner.
3. Enter the state tax identification number for the business.
4. Obtain the signature of the property owner where the business will be conducted, if property owner is different than the applicant.
5. Present the application form to the Planning & Zoning Department so they can verify that there are no code violations and that the business is permitted where proposed.
6. Contact the Fire Department to arrange a fire safety inspection.
7. Contact the Water/Wastewater Department to arrange a grease trap inspection, if necessary.
8. Contact the New Mexico Environment Department to arrange a food safety inspection, if necessary.
9. Sign and date the application.
10. Submit the completed application to the City Clerk/Treasurer for final processing.
11. Pay the required fees and receive a receipt. The receipt is your temporary business registration/temporary/seasonal registration and must be posted at the place of business until the official business registration/temporary/seasonal registration is received.
12. Receive Business Registration/Temporary/Seasonal Certificate in the mail.
13. Post the Business Registration/Temporary/Seasonal Certificate in a conspicuous location at the place of business.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

Carol Virden, MMC
Municipal Clerk/Treasurer
cvirden@ruidosodowns.us
Phone 575-378-4422 Ext. 1029

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BUSINESS REGISTRATION RENEWAL/TEMPORARY/ SEASONAL/PHOSPHORUS
APPLICATION**

ONE OF THE FOLLOWING 2 BOXES MUST BE CHECKED

<input type="checkbox"/> Home Occupation (City Code Chapter 155 Zoning- 155.120 through 155.124)	
<input type="checkbox"/> Business within City Commercial/Industrial Zoning District (City Code Chapter 155 .040 through 155.055)	
Business Name	Business Owner's Name
Physical Address within City Zone	Business Mailing Address (including City, State and Zip Code)
Phone Cell	Email Fax
NM Tax ID#	Business Product & Activity
Property Owner Name (if different than applicant)	Property Owner Mailing Address (if different than applicant)

Property Owner Statement: I am the legal owner of the above referenced property and give my permission to use the property.

_____ _____ _____
 Print Name (Property Owner) Signature Date
Applicant is responsible for obtaining signatures documenting all required inspections:
Code Compliance and Zoning Approval: Call Planning & Zoning Department at (575-378-1342 or (575-378-4422 ext.1040
 Zoning District: _____ (The business is a permitted use or approved conditional use in this location.)

_____ _____ _____
 Print Name and Title (Planning Dept.) Signature Date
Building Inspection (required for a business located in a permanent structure): Call (575-378-1342)

_____ _____ _____
 Print Name and Title (Code Enforcement Officer) Signature Date
Fire Safety Inspection (required for a business located in a permanent structure): Call 575-378-1624)

_____ _____ _____
 Print Name and Title (Fire Dept) Signature Date
Grease Trap Inspection: Call Water/Wastewater Dept. at (575) 378-6162)

_____ _____ _____
 Print Name and Title (Sewer Dept.) Signature Date
Food and Beverage Inspection (required for sellers of perishable items): Call NM Environment Dept. at 575-258-3272

_____ _____ _____
 Print Name and Title Signature Date
Applicants confirm that statements on this application are true and correct to the best of their knowledge and they agree to comply with the requirements of the City of Ruidoso Downs Municipal Code of Ordinances.

_____ _____ _____
 Print Name Signature Date
 Business fees vary according to type of business and are non-transferable. Annual renewal fee is due 30 days prior to expiration. Applicant is responsible for ensuring that business complies with all relevant federal, state and local regulations. Issuance of this business registration/license does not imply that all such requirements have been met.

BUSINESS REGISTRATION/LICENSE APPROVAL:

CAROL VIRDEN, MMC
MUNICIPAL CLERK/TREASURER: _____ **DATE:** _____