

# CITY OF CLOVIS

## Permit Account Information

All businesses must have a current City of Clovis Business License, Contractors License and all accounts must be current with the City of Clovis.

Information is mandatory below. Please complete the entire form.

**Incomplete forms will not be processed.**

Date of Application \_\_\_\_\_ City of Clovis Business License \_\_\_\_\_

Permit Account No \_\_\_\_\_ Type of account – Plumbing – Mechanic- Excavation - Electrical  
Building Encroachment

### Business Information

Name of Business \_\_\_\_\_

Business Location \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone \_\_\_\_\_ FAX Phone \_\_\_\_\_

NM or Federal Tax ID Number \_\_\_\_\_

NM State Contractors License # \_\_\_\_\_

### Mailing Information-Billing Address

Mailing Address: \_\_\_\_\_

Mailing City: \_\_\_\_\_ Mailing State: \_\_\_\_\_ Mailing Zip Code \_\_\_\_\_

### Owners Information

Owners Name \_\_\_\_\_ Owners Social: \_\_\_\_\_

Owners Address \_\_\_\_\_

Owners City \_\_\_\_\_ Owners State \_\_\_\_\_ Owners Zip \_\_\_\_\_

Owners Drivers Lic # \_\_\_\_\_ Drivers Lic State \_\_\_\_\_

Owners Home Phone \_\_\_\_\_ Owners Cell or \_\_\_\_\_

Return all applications to Building Safety. Questions please call: 575-763-9699. All Bills are due by the end of the billing month; an 18% interest charge is assessed if not paid in full or by the last day of the billing month. Accounts over 31+ days past due are subject to be placed on a cash only bases. Delinquent accounts can be sent to the City of Clovis Attorney for collections if needed. If there are other delinquent City of Clovis accounts this application will not be approved, all accounts will have to be paid current before this application will be approved. If it is found that there are other delinquent accounts with the City of Clovis, the City has the right to place the account on a Cash Only Bases, refuse the application or refuse to issue permits until all accounts are made current. The account holder is responsible to update account information when it changes, failure to do so can delay the process of issuing permits until information has been updated. All licenses must be current for this application and account to remain active. The City of Clovis has the right to suspend and or cancel the account if all licenses are not kept current.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### OFFICE USE ONLY

Form reviewed & approved \_\_\_\_\_

Data Processing \_\_\_\_\_

Setup account inputting \_\_\_\_\_

Checked for Current additional accounts \_\_\_\_\_