

Mobile Business Registration

Business Registration Fee \$35.00 per year

City Ordinance #1172-81 requires that all businesses apply for and obtain a business registration prior to engaging in business.

Please fill out the following forms COMPLETELY.

- 1) Contact the New Mexico Taxation & Revenue Department to apply for a New Mexico State Tax ID number (aka CRS number). tax.newmexico.gov**
- 2) Access the Taxpayer Access Point (TAP) at <https://tap.state.nm.us>**
 - First time Users**
 - TAP Account created for you**
 - Authorization code emailed - required for first log in**
- 3) The business registration application must have the completed general information and the NM State Tax ID number. The registration cannot be processed without it.**
- 4) Building Safety and Zoning has to verify that your residence is zoned for a business. The license cannot be processed without their authorization. All business applicants must have authorization.**
- 5) Please read the last paragraph and sign.**
- 6) Please read and sign the business registration information page. We will need immediate notification if the business is sold, closed or relocated.**
- 7) The zoning enforcement section must be complete for all "home business" applicants.**
- 8) Please bring the completed packet to City Hall. We accept cash, check, money orders, and credit or debit cards; however, the credit card company does charge a processing fee for debit and credit cards. The annual business registration fee is \$35.00 and you will be billed each January for renewal of your registration.**

CITY OF CLOVIS
321 N CONNELLY ST, CLOVIS NM 88102
(575) 769-7830

MOBILE BUSINESS
Business Registration Fee: \$35.00 per Year

**CITY ORDINANCE #1172-81 REQUIRES THAT ALL BUSINESSES APPLY FOR AND OBTAIN
A BUSINESS REGISTRATION PRIOR TO ENGAGING IN BUSINESS.**

**THE REQUESTED INFORMATION AND APPROVALS ARE REQUIRED TO PROMOTE THE
GENERAL HEALTH AND WELFARE OF THE CITIZENS OF CLOVIS AND TO PROPERLY
ESTABLISH BILLING ARRANGEMENTS. NO APPLICATION WILL BE ACCEPTED UNTIL ALL
INFORMATION AND APPROVALS ARE COMPLETED.**

APPLICATION DATE:	DESCRIPTION OF BUSINESS:
BUSINESS NAME	BUSINESS PHONE
BUSINESS LOCATION	
BUSINESS MAILING ADDRESS	
CITY	STATE
	ZIP
OWNER NAME	
HOME ADDRESS	HOME PHONE
NEW MEXICO STATE TAX NUMBER	
EMAIL ADDRESS:	

ARE YOU THE PROPERTY OWNER ON WHICH THE BUSINESS IS LOCATED? YES NO
NAME & ADDRESS OF NEAREST RELATIVE:

DEPARTMENT	ACTION TAKEN	DATE	SIGNATURE
**EID: (Food Service) 762-3728			

By signing this form I certify I have at least one 5lb ABC fire extinguisher and 1 portable K extinguisher
located in my mobile food business.

** EID Approval required if there is any food preparation at the location.
IMMEDIATE NOTIFICATION IS REQUIRED IF THE BUSINESS IS SOLD, CLOSED OR RELOCATED. ALL
BILLINGS, INCLUDING INTEREST, WILL BE THE RESPONSIBILITY OF BUSINESS IF NOTIFICATION IS NOT
RECEIVED TIMELY.
BUSINESS REGISTRATION FEES ARE NON-TRANSFERABLE AND WILL NOT BE PRORATED.

I ACKNOWLEDGE THAT I HAVE READ THE ABOVE INFORMATION.

SIGNATURE _____ **DATE** _____

City of Clovis

Business Registration Information

- All businesses will be charged a minimum of \$22.37 per month for garbage unless they operate as a home enterprise.
- Business registration will be billed every January for renewal.
- It is the RESPONSIBILITY OF THE BUSINESS to notify the city of any change in mailing address and/ or location.
- IMMEDIATE NOTIFICATION is required if the business is SOLD OR CLOSED. Otherwise, the business is responsible for any additional billing plus related interest at the rate of 1.5% per month.
- Business registration fees are NON-TRANSFERABLE and WILL NOT BE PRO-RATED.

I acknowledge that I have read the above information.

Signed

Date

Business Name