



CITY OF RIO COMMUNITIES
360 Rio Communities Boulevard
Rio Communities, NM 87002
505-861-6803



BUSINESS REGISTRATION 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 id number for the business. Information on obtaining a tax id can be found at <http://www.tax.state.nm.us/BizPge.htm>
- ☐ 4. If the state of New Mexico requires a license for your business to operate, provide the ID#.
- ☐ 5. Obtain the signature of the property owner where the business will be conducted if property owner is different than the applicant.
- ☐ 6. Present the application form to the Municipal Clerk at City Hall. This will trigger Code review, building and zoning code compliance, and fire inspection.
- ☐ 7. The Code Enforcement Officer may contact you to schedule a building inspection.
- ☐ 8. The Fire Inspection Officer will contact you to arrange a fire safety inspection.
- ☐ 9. The New Mexico Environmental Department may call to arrange a food safety inspection, and a Grease trap inspection if necessary.
- ☐ 10. Submit Home Occupation permit if required.
- ☐ 11. Read parking requirements and restrictions.
- ☐ 10. Submit completed sign permit, no charge, signs prior to Jan 01, 2015 are grandfathered.
- ☐ 12. Sign and date the application.
- ☐ 13. Pay the required fees (\$35.00) and receive a receipt.
- ☐ 14. The Municipal Clerk/Deputy clerk will contact you to pick up your paperwork and new business license.
- ☐ 15. You may choose to do these last two steps by mail.
- ☐ 16. Post the business license in a conspicuous location at the place of business.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

Lisa Adair
Municipal Clerk
admin@riocommunities.net

Amy Lopez
Deputy Clerk
info@riocommunities.net

Gordon Reeves
City Code Enforcer
Code.Enforcer@riocommunities.net