BUSINESS REGISTRATION APPLICATION

City of Farmington

800 Municipal Drive
Farmington, NM 87041

Phone: (505) 599-1170
Fax: (505) 599-1113

Internet: www.fmtn.org

Business Information:

$35 Annual Fee (*some exceptions apply)

Trade Name (DBA) of Business	**Legal or Registered Name of Business**	
Physical Address of Business (No PO Box)	**City**	**State** / **Zip**
Mailing Address	**City**	**State** / **Zip**
Business Telephone Number	**Emergency or Cellular Telephone Number**	
E-mail Address		

Ownership Information:

Type of Ownership o **Individual/Sole Proprietor** o **Partnership** o **LLP or LLLP**	o **LLC** o **Corporation** o **Non-Profit** **Other** _____	
1) Name	**Title**	**Contact Telephone Number**
Home Address	**City**	**State** / **Zip**
2) Name	**Title**	**Contact Telephone Number**
Home Address	**City**	**State** / **Zip**
3) Name	**Title**	**Contact Telephone Number**
Home Address	**City**	**State** / **Zip**

General Business Information:

New Mexico Tax ID Number (CRS#)	**Hours of Operation**
Date business activity is to commence	**Name of the Manager**
Nature of the business	
Location of each warehouse or storage area	
Does the business require special wastewater discharge needs? If yes, explain.	
Does the business use, manufacture or store hazardous materials? If yes, explain.	
Were renovations done to the building in order for you to operate at this location? If yes, explain.	
Will you go house-to-house, place-to-place or street-to-street soliciting, taking or attempting to take orders for the sale of goods, wares, merchandise or services without an appointment? If yes, you need to purchase a Solicitor's License.	

Home-Based Businesses: $35 Annual Fee

Will anyone come to your home in connection with the business? If yes, explain.
List the types of equipment that will be used.
Article 11, Section 11.1 of the Unified Development Code defines a home occupation as "any business which is being conducted from a residence that is clearly incidental to and secondary to the use of the residence as a dwelling unit." Please initial that you will adhere to all provisions of the Unified Development Code pertaining to home-based businesses. _____

Contractors: $35 Annual Fee

State Contractor's License Number	**Expiration Date**

Tattoo Establishments: $100 Annual Fee

Tattoo establishments cannot be located within 300 feet of a private or public elementary, secondary or high school; a church; or a residence unless a waiver has been granted by the City Council. Please initial that your proposed place of business is not in violation of City Code. _____

Solicitors: $30 Quarterly Fee -- Requires a background check and fingerprint cards

Does your business maintain safety data sheets required by OSHA on any of your inventory? If yes, have you provided copies to the Fire Department?	
1) Solicitor's Name	**Initial that you will comply with the rules and regulations outlined in Chapter 8, Article 8 of the City Code. _____**
2) Solicitor's Name	**Initial that you will comply with the rules and regulations outlined in Chapter 8, Article 8 of the City Code. _____**
3) Solicitor's Name	**Initial that you will comply with the rules and regulations outlined in Chapter 8, Article 8 of the City Code. _____**

Food Catering/Vending Wagon or Truck: $35 Per Vehicle Annual Fee

Vehicle Identification Number (VIN)	**License Plate Number**
Do you, your company, spouse and/or child own 25% or more in any other food catering/vending truck or wagon? If yes, explain.	
Is this vehicle used to prepare food? If yes, has the vehicle been inspected by the Farmington Fire Department and the New Mexico Environment Department?	
Please initial that you will abide by the terms of Sections 8-13-1 through 8-13-6 of the City Code providing for the revocation of the food catering/vending wagon or truck if any owner or employee of the business is convicted of a crime (felony or misdemeanor) arising while in the conduct of business or violates any provision of Sections 8-13-1 through 8-13-6. _____	

Signature

I declare that the statements made herein are made in good faith and, to the best of my knowledge and belief, are true , correct and complete.		
Applicant's Signature	**Printed Name**	**Date**

For Office Use Only

Zone	**Planning/Zone Approval**
Fire Department Approval	**Building Inspection Approval**

Additional information:

Business and sales are governed by Chapter 8 of the City Code which can be viewed at www.fmtn.org

*Most common exceptions to the $35 annual fee:

- Adult-oriented businesses - $250 annually
- Alarm System - $50 annually
- Auctions - $25 per event
- Outdoor concerts - $50 per day
- Pawnbrokers - $250 annually
- Clairvoyants - $100 annually
- Private Patrol Operators - $50 annually
- Extended hours of operation - $50 annually
- Taxicabs - $100 annually + $50 per vehicle over 4