

BUSINESS REGISTRATION APPLICATION SUBMITTAL CHECK LIST

Registration. Please contact staff with questions regarding the submittals required herein.

- Completed Town of Taos Business Registration Application (Please make sure all lines are completed and all questions are answered.)
- Business Registration fee - \$35.00
- A **Hard Copy** of your NM CRS Tax ID Number from New Mexico Taxation and Revenue Department must be attached.
- A **Hard Copy** of your Federal Tax ID Number from the IRS must be attached.
- Approved Fire Inspection from Taos Fire Department (Please call 758-3386 to schedule an appointment)
- Fire Inspection Fee (Please see attached Fire Inspection Fee Schedule)
- A Food Certificate from NM Environment Department for all business proposing to sell any kind of food or beverage products must be attached. Please call NM Environment Department at 575-758-8808 for instructions.
- Approval from Public Works (1030 Dea Lane) (Grease traps, utilities, etc.) 575-751-2047
- All certifications received pertaining to type of business proposed (beauty/barber shops, car/recreation vehicle dealerships, medical, contractors, etc.)
- Completed Sign Permit Application (Will need to submit prior to any and all signs being erected or placed.)
- A Certificate of Occupancy for new construction and/or change of occupancy is required.
- A Code walk through by a NM Registered Architect for all spaces requiring a change of occupancy.
- Approval from P&Z Commission for any Conditional Use Permit.
- Approval from P&Z Commission for any Special Use Permit which include but are not limited to cemeteries, columbarium, crematory or mausoleum; churches; hospitals; mortuary or funeral home; nursing home or assisted living; residential treatment center or group home; school, college or academy, trade schools whether privately or publicly owned; any other use which is institutional in nature.