

BUSINESS REGISTRATION APPLICATION

City of Farmington

800 Municipal Drive
Farmington, NM 87401

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

Email: cityclerks@fmtn.org
Website: 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		<input type="radio"/> LLC
<input type="radio"/> Individual/Sole Proprietor		<input type="radio"/> Corporation
<input type="radio"/> Partnership		<input type="radio"/> Non-Profit
<input type="radio"/> LLP or LLLP		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	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
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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. _____

Mobile Food Units: \$35 Per Vehicle Annual Fee

Vehicle Identification Number (VIN)	License Plate Number
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Do you, your company, spouse and/or child own 25% or more in any other mobile food unit? If yes, explain.

Is this vehicle used to prepare food? If yes, has the vehicle been inspected by 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 mobile food unit 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
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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 | Outdoor concerts - \$50 per day | Private Patrol Operators - \$50 annually |
| Alarm System - \$50 annually | Pawnbrokers - \$250 annually | Extended hours of operation - \$50 annually |
| Auctions - \$25 per event | Clairvoyants - \$100 Quarterly | Taxicabs - \$100 annually + \$50 per vehicle over 4 |