

BUSINESS REGISTRATION APPLICATION INFORMATION

PLACE OF BUSINESS

Any business within the Alamogordo city limits, building or portion thereof, or premises in which a business is carried on requires a business registration.

REQUIRED

All business registrations and business licenses with the City of Alamogordo are required to maintain any applicable Local, State, Federal, and other licensing to do business in the city.



PREREQUISITE

- Applicant shall provide a copy of the Planning and Zoning Department's approved form.
- Applicant shall provide a copy of the Alamogordo Fire Department's approved form.

BUSINESS REGISTRATION FEE

Prior to engaging in any business, the applicant shall pay the business registration fee of \$35, which may not be prorated for businesses conducted for a portion of the year.

APPLICATION

- Requires full completion prior to submission.
- Shall have current New Mexico tax identification number prior to applying, also known as the BTIN
 - You may obtain a number at <https://tap.state.nm.us> or by calling (575) 524-6225
- Upon the receipt of an application and approval forms, the city clerk's department shall review the application, and if approved, within two business days a business registration certificate will be issued.
- If, as a result of the review, it is determined that the issuance of a business registration is not in the interest of the health, safety and general welfare of the public, the applicant shall be given notice of denial. The applicant may present to the city manager reason for obtaining a registration. If the city manager determines that issuance of the registration is not in the best interest of the public health, safety, or welfare, the denial shall stand.

RENEWALS

- Prior to the expiration date of business registration any person engaging in business within the municipality shall apply for renewal of the business registration and shall include with the application the business registration fee of \$35.
- If any person fails to obtain the appropriate registration or fails to renew such registration before the expiration date, a surcharge will be assessed in the amount of ten dollars (\$10.00) per month. The business will be inactivated after three months of non-compliance of renewal.

BUSINESS AMENDMENTS

A business shall submit an amendment form for changes to the original application.

For change to a business location or new owner, a new business registration process shall be followed.

FURTHER QUESTIONS

For more information regarding the business registration application, please contact the City Clerk's department at (575) 439-4100, 1376 East Ninth Street, open from 8:00 a.m. to 5:00 p.m. (closed for lunch 12 p.m. to 1:00 p.m.) Monday through Friday (except Holidays).