



## Sandoval County Business Registration

### BUSINESS REGISTRATION REQUIREMENTS

#### Business License Requirements:

- Applicant must provide a clearance letter from Sandoval County Planning and Zoning.
- Applicant must provide the NM Taxation and Revenue Department Tax ID Number.
- Applicant must complete the Business Registration form.
- Temporary Business License is issued until Planning & Zoning completes a physical inspection.

**PLEASE NOTE: ALL BUSINESS WILL BE GIVEN A TEMPORARY BUSINESS LICENSE UNTIL PLANNING AND ZONING HAS COMPLETED AN INSPECTION FOR ALL HOME-BASED BUSINESSES WITHIN 30 DAYS. AFTER APPROVAL THE BUSINESS LICENSE WILL BE MAILED.**

Enclosed is the business license registration to operate your business in Sandoval County as per business license ordinance 01-12-6.9A, passed at a Regular Commission Meeting December 6, 2001. The Annual registration fee is \$35.00 per year. A later fee of \$10.00 will be assessed if the business license renewal application is received late.

Please note a Clearance Letter from Sandoval County Planning and Zoning must be included with your business registration. To obtain a clearance letter please contact the Sandoval County Planning and Zoning Office (505) 867-7656 or [dbeaman@sandovalcountynm.gov](mailto:dbeaman@sandovalcountynm.gov) for clearance information. <https://www.sandovalcountynm.gov/departments/planning-zoning/>

The Sandoval County Economic Department's has frequently asked questions and resources on their website: [www.sandovalcountynm.gov/departments/economicdevelopment](http://www.sandovalcountynm.gov/departments/economicdevelopment)

#### Business Licensing Fees

Business License	\$35.00
Late Renewal Fee Assessed day after expiration	\$10.00



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## BUSINESS REGISTRATION

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<b>Business License Type:</b>	<input type="checkbox"/> Residential License   <input type="checkbox"/> Commercial License   <input type="checkbox"/> Out of County License <input type="checkbox"/> Dispenser's License   <input type="checkbox"/> Warehouse Permit   <input type="checkbox"/> Circus Permit   <input type="checkbox"/> Event Permit <input type="checkbox"/> Short Term Rental Property License
<b>License Status:</b>	<input type="checkbox"/> New   <input type="checkbox"/> Renewal   <input type="checkbox"/> Update

<b>Business Name:</b>	
<b>Business Phone #:</b>	
<b>Business Address:</b>	
<b>City, State, and Zip:</b>	

Only complete the mailing address portion if mailing address is different than the physical address.

<b>Mailing Address:</b>	
<b>City State, and Zip</b>	
<b>Email Address:</b>	
<b>Website:</b>	
<b>Business Structure:</b>	<input type="checkbox"/> Sole Proprietorship   <input type="checkbox"/> Partnership   <input type="checkbox"/> Corporation   <input type="checkbox"/> S Corporation <input type="checkbox"/> Limited Liability Company (LLC)   <input type="checkbox"/> Limited Liability Partnership (LLP)

<b>Applicant Name:</b>	
<b>Applicant Title:</b>	<input type="checkbox"/> Owner   <input type="checkbox"/> Managing Partner   <input type="checkbox"/> Partner   <input type="checkbox"/> CEO <input type="checkbox"/> Controller   <input type="checkbox"/> CFO   <input type="checkbox"/> COO   <input type="checkbox"/> Treasurer   <input type="checkbox"/> President <input type="checkbox"/> Vice President   <input type="checkbox"/> Office Manager   <input type="checkbox"/> Manager   <input type="checkbox"/> Other

<b>NM TAX ID NUMBER:</b>	
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<b>Nature of Business:</b>	
Search NAICS Codes at: <a href="https://www.naics.com/search/">https://www.naics.com/search/</a> or refer to attached list to obtain the correct code)	

<b>NAICS Code:</b>	
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Does your Business License require a Contractor's License?	<input type="checkbox"/> Yes   <input type="checkbox"/> No
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Do you derive over 51% of your income from out of state of New Mexico?	<input type="checkbox"/> Yes   <input type="checkbox"/> No
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I, affirm that the above information is true and correct: \_\_\_\_\_  
Signature Date

<b>OFFICIAL USE ONLY</b>			
Business Name: _____	Date Filed: _____	Date of Expiration: _____	License #: _____ Initials: _____

Rev. 2/26/24 - JD



## Sandoval County Business Registration

Dear Business:

Allow me to be the first to congratulate you on the opening or renewing your new business in Sandoval County. We are fortunate that you have chosen Sandoval County to be your place of business. As the County Clerk I hold the distinct honor and privilege of issuing Business Licenses to businesses located in the un-incorporated areas of Sandoval County.

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Please note a Clearance Letter from Sandoval County Planning and Zoning must be included with your business registration. To obtain a clearance letter please contact the Sandoval County Planning and Zoning Office (505) 867-7656 or [dbeaman@sandovalcountynm.gov](mailto:dbeaman@sandovalcountynm.gov) for clearance information. <https://www.sandovalcountynm.gov/departments/planning-zoning/>

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Again, Congratulations! If my office can be of any assistance please do not hesitate to call us.

In your service,

*Anne Brady-Romero*

Sandoval County Clerk  
Enclosure: Business Registration

Best Regards,

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Deputy Clerk