



Sandoval County Business Registration

1500 IDALIA BUILDING D | PO BOX 40 | BERNALILLO, NM 87004
MAIN: 505.867.7572 | FAX: 505.771.8610 | ClerksOffice@SandovalCountyNM.gov | www.SCNMVote.com

Dear Business Owner:

On behalf of Sandoval County, it is my great honor to extend heartfelt congratulations on the occasion of your business opening or renewal. Your decision to establish or continue your enterprise within our county reflects a commitment that strengthens our community and contributes to its prosperity. As County Clerk, I am privileged to fulfill the official duty of issuing business licenses to establishments in the unincorporated areas of Sandoval County, and I commend your dedication to excellence and service. May your business thrive and bring continued success for years to come. As a business owner it is your responsibility to review all Sandoval County Land Use Ordinances, Resolutions, and Plans to ensure compliance. All ordinances are subject to code enforcement. You can review those plans on the Sandoval County Planning & Zoning website: <https://www.sandovalcountynm.gov/departments/planning-zoning/landuseregulations/>

Pursuant to County Ordinance # 01-12-6.9A the Annual registration fee is \$35.00 per year. A late fee of \$10.00 will be assessed if the business license renewal application is received late.

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

Your Business License Expires:	
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Business Licensing Fees	
Business License	\$35.00
Late Renewal Fee Assessed day after expiration	\$10.00

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,

Deputy Clerk



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Sandoval County Business Registration Requirements:

- Applicants must complete the Business Registration form.
- Applicants must provide the NM Taxation and Revenue Department Tax ID Number.
- Read and Adhere to all Sandoval County Ordinances subject to code enforcement
- Read and familiarize yourself with Sandoval County Land Use Regulations: Resolutions, Plans, and Ordinances.

Pursuant to County Ordinance # 01-12-6.9A the Annual registration fee is \$35.00 per year. A late fee of \$10.00 is assessed if the business license renewal application is received late.

Land Use Regulations

The Sandoval County Planning & Zoning has Land Use Regulations available for review online on their website: <https://www.sandovalcountynm.gov/departments/planning-zoning/landuseregulations/>

Business Resources - Sandoval County Economic Development

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



Additional State Licensing Requirements

It is the business owner(s) responsibility to obtain the proper license for your specific regulated trade and/or business. Please consult with the NM Regulations and Licensing Department or the NM Environment Department for your specific trades regulated under their purview.

NM Environment Department

If you are preparing food and serving it directly to customers (retail food) or if you are producing food for sale to other businesses (manufactured food), a food permit from the Environment Department is required.

NM Regulation & Licensing Department

Boards & Commissions

- Accountancy
- Acupuncture and Oriental Medicine
- Athletic Trainers
- Barbers and Cosmetology
- Body Art
- Chiropractic Board
- Counseling and Therapy
- Dental Health Care Board
- Funeral Services
- Home Inspectors
- Interior Design
- Landscape Architects Board
- Massage Therapy Board
- Nursing Home Administrators
- Nutrition and Dietetics Board
- Occupational Therapy Board
- Optometry
- Pharmacy Board
- Physical Therapy Board
- Private Investigations Advisory Board (Including Security Guards)
- Psychologist Examiners
- Real Estate Appraisers
- Real Estate Commission
- Respiratory Care
- Signed Language
- Social Work Examiners
- Speech-Language Pathology, Audiology, and Hearing Aid Dispensing Practices

Construction Industries

For additional State Licensing Requirements visit their website www.RLD.NM.Gov or call them at (505) 476-4500



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Business License Type:	<input type="checkbox"/> Residential License <input type="checkbox"/> Commercial License <input type="checkbox"/> Out of County License <input type="checkbox"/> Warehouse Permit <input type="checkbox"/> Circus Permit <input type="checkbox"/> Event Permit <input type="checkbox"/> Short Term Rental Property License Alcohol and Cannabis Registrations Require Board of County Commission Approval
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License Status:	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Update
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Business Location

Business Name:	
Business Phone #:	
Business Address:	
City, State, and Zip:	

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

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

Applicant Information

Applicant Name:	
Applicant Title:	<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: _____

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

NAICS Code:	
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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, _____ **(Print)** affirm that the above information is true and correct.

Signature _____ Date

OFFICIAL USE ONLY			
Business Name: _____	License #: _____		
Date Filed: _____	Date of Expiration: _____	Initials: _____	