

Invoice standards



City of Rio Rancho • 3900 Southern Blvd. • Rio Rancho, NM 87124 • (505) 891-5000

Logo in the upper left hand corner with return address.



Business Registration Application

Office of the City Clerk
P.O. 44999
Rio Rancho, NM 87174
(505) 891-5004
(505)-896-8707

1. Type of Application: Business Registration
 2. Application Status: ☐ New ☐ Non-Profit ☐ Home Occupation
 3. Business Name: _____ Business Telephone: (505) _____
Physical Location
City: _____ State: _____ Zip Code: _____
Mailing Address: (if different than above) _____
City: _____ State: _____ Zip Code: _____
Home Telephone: () _____
 4. New Mexico CRS Number: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
 5. Primary type of business in Rio Rancho (check one) ☐ Construction ☐ Retail Trade ☐ Service ☐ Manufacturing
☐ Wholesale Trade ☐ Finance, Insurance & Real Estate
 6. Nature of business: _____
 7. List Owners, Partners, Corporate Officers or Shareholders Corporation Name: _____ (if applicable)
- | Name & Title | Address/City/State/Zip Code | Optional - SS No. or DOB |
|--------------|-----------------------------|--------------------------|
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8. Does Business nature require the handling of hazardous, toxic or radioactive materials: ☐ Yes ☐ No
If yes, see number 9 under "application instructions" on reverse side of this form
 9. Have you complied with the Rio Rancho Uniform Fire Code - fire inspection? ☐ Yes ☐ No
If yes, attach copy of fire inspection
 10. Does business require permit(s) from the State of New Mexico Environment Department or Federal Environmental Protection Agency?
☐ Yes ☐ No *If yes, attach copy of the permit(s)*
 11. Does business require a contractor's license ☐ Yes ☐ No Contractor's License # _____
Expiration Date: _____ *If yes, attach copy of the license*
 12. Does business nature require any other license other than those listed above? ☐ Yes ☐ No *If yes, please list and attach*

I affirm that the above information is true and correct.

Signature _____

Title: _____

Date: _____

For Office Use Only:

Legal Description of Zoning	Current Zoning	Zoning Approval: ☐ Yes ☐ No	Home Occupation Permit ☐ Yes ☐ No Conditional Use Permit ☐ Yes ☐ No Fire Inspection ☐ Yes ☐ No Certificate of Occupancy ☐ Yes ☐ No Other Applicable Permits ☐ Yes ☐ No
Comments			
City Development Department:			Date:
Office of the City Clerk:			Date:
Receipt No.:	Classification Code:	City Registration #	