



CITY OF ESPAÑOLA

405 N. Paseo de Oñate
Española. NM 87532

Reg. Number: _____
 Receipt #: _____
 Daily Report: _____
 Fee: **\$35**
 Rec'd By: _____

EXISTING BUSINESS REGISTRATION ANNUAL RENEWAL

STEP 1: Complete general information below.

Business Name			
Business Location		SSN/EIN	
	Building #	Suite/Unit	Street Name
Description of Business <i>(Be specific)</i>			
		NAICS Industry Code	
Applicant Name			
Mailing Address			
	Address	City/State	Zip
Contact Info:			
	Phone #	Email	
Website <i>(if available)</i>			
<i>I hereby certify that I am the lawful representative of this business and I hereby permit the City of Española officials to enter upon the property for the purposes of inspection relating to this application.</i>			
<i>Applicant/Business Owner Signature</i>		<i>Date</i>	
Property Owner			
Mailing Address			
	Address	City/State	
Contact Info:			
	Phone #	Email	
<u>Provide copy of lease/purchase agreement or have property owner sign affidavit below</u>			
<i>I hereby certify that I am the lawful owner of the parcel of land which this application concerns and consent to this action. I hereby permit the City of Española officials to enter upon the property for the purposes of inspection relating to this application.</i>			
<i>Property Owner Signature</i>		<i>Date</i>	

STEP 2: Attach **Proof of Insurance, Corporate Officers***, and the following. (**as applicable, varies by type of business*)

NM Taxation & Revenue - <i>CRS Verification required of ALL businesses</i> www.tax.newmexico.gov/Businesses/register-your-business.aspx	(505) 827-0700	<input type="checkbox"/>
NM Environment Department - * License/Permit www.env.nm.gov/permits-and-licenses/	(505) 827-2855	<input type="checkbox"/>
NM Regulation & Licensing Department - * License/Registration www.rld.state.nm.us/Apply_for_a_License_or_Permit.aspx	(505) 476-4500	<input type="checkbox"/>

Internal Use Only	Date	Signature
City Clerk's Office (505) 747-6100		
Española Fire Department (505) 747-6070		
PROPERTY INFORMATION		
UPC#	County: <input type="checkbox"/> Rio Arriba <input type="checkbox"/> Santa Fe	
Zoning District	Tribal: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Return with Payment to City Clerk on or before January 31st to avoid late fees.