

TOWN OF TAOS APPLICATION FOR BUSINESS REGISTRATION

For a new application or a renewal at a new physical address, please complete the entire form.
For a renewal at the physical same address, please complete the General Information Section only.

General Information

Check One: New Business Renewal

Business License Number: _____

Name of Business: _____

Name of Business Owner: _____

Business Mailing Address: _____

Business Physical Address: _____

Check here if new address

Business Telephone Number: _____

NM CRS Taxable ID No. _____

Social Security No.
or Federal Tax ID No. _____

Business Plan (Please attach a separate sheet if necessary) Additional information may be requested.
Please call the Town of Taos Planning Department at 751-2016 with any questions on the Business Plan.

1. Type of Business _____

2. Number of Employees _____

3. Square Footage of Building _____

4. Days and Hours of Operation _____

5. Number of Parking Spaces _____

6. Will the business require a sign or signs? Yes No
If yes, you must comply with the Chapter 15.08: Sign Code of the Town of Taos Municipal Code.

7. Does the business occur at the owner's home? Yes No
If yes, you must comply with Section 5.7: Home Occupation of the Town of Taos Land Use
Development Code.

8. Will the business involve outdoor display of merchandise? Yes No

If yes, please describe the type of merchandise and the maximum amount of square footage it will occupy. Outdoor display cannot be located within designated parking areas, setbacks or in excess of maximum lot coverage.

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9. Does the business deal with food and/or beverage service? Yes No
If yes, a letter from the Environmental Improvement Division stating compliance with all state health codes is required.
10. Will the business require outdoor seating? Yes No
If yes, specify the total amount of square footage that will be used for outdoor seating. _____
11. Does the business require water rights, and/or a water or sewer connection from the Town of Taos? Yes No
If yes, water rights and water/sewer connections must be approved prior to the approval of a business registration.
12. Please attach any applicable licenses or certifications pertaining to the business.
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By signing below, I certify my knowledge of and compliance with the following:

In accordance with the provisions of the Town of Taos Municipal Code, Chapter 5.04: Business Registration Act, I am annually required to file a new or renewal application for business registration prior to engaging in business. The application must be filed on or before March 16th of each year, with the Town Clerk of the Town of Taos. The business registration fee is \$35.00 per year, January 1-December 31, and cannot be prorated. If I do not submit the business registration application and payment to the Town of Taos on or before the due date, a \$10.00 late penalty will be assessed.

Any person proposing to engage or engaging in business within the Town of Taos municipal limits shall apply and pay for a business registration fee for each outlet, branch, or location within the municipal limits of the Town of Taos prior to engaging in business. All such persons shall be required to abide by Codes and Ordinances as set forth by the Town of Taos, and are subject to fines and/or imprisonment for violations of those Codes and Ordinances. Persons who cease doing business, sell their business, or otherwise transfer ownership rights during the year are requested to notify the Town of Taos.

I/We do solemnly swear and declare under the penalties of perjury that the foregoing statements are true to the best of my/our knowledge and belief.

Signature of Owner

Town of Taos use only:

Amount Paid: _____
Penalty Paid: _____
Receipt No: _____
Date Paid: _____

Planning & Zoning Approval: _____
Date Approved: _____