



**City of Rio Rancho - Office of the City Clerk**  
**Application for Business Registration/License**  
**3200 Civic Center Circle NE, Rio Rancho, NM, 87144**  
**Phone: (505) 891-5004 • Fax: (505) 994-2557**

Please complete all the information on this form as completely and accurately as possible by typing or using blue or black ink. Please contact us at (505) 891-5004 with any questions.

**SECTION 1 - BUSINESS INFORMATION**

**Type of Business:** Commercial \*  Home Occupation  Non-Profit  Out of City   
 \*Please provide approximate square footage of commercial locations \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_  
First Name Last Name Title

**Physical Address:** \_\_\_\_\_  
Street City/State Zip

**Mailing Address:** \_\_\_\_\_  
Street City/State Zip

**Phone #:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**SECTION 2 - CORPORATION/TAX INFORMATION**

**NM CRS/TAX ID NUMBER**

**Type of Ownership:** \_\_\_\_\_  
Corporation/LLC/Partnership/Sole Proprietor/Non-Profit/Etc.

**Nature of Business:** \_\_\_\_\_

**NAICS Code:** \_\_\_\_\_

You may search for your NAICS code at: <https://www.naics.com/search/>, or use the provided list

Do/will you derive over 51% of your income from out of the state of New Mexico:  Yes  No

**SECTION 3 - CORPORATE PERSONNEL**

**Owner/CEO:** \_\_\_\_\_  
First Name Last Name Title

**Physical Address:** \_\_\_\_\_  
Street City/State Zip

**Other Officer:** \_\_\_\_\_  
First Name Last Name Title

**Physical Address:** \_\_\_\_\_  
Street City/State Zip

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**SECTION 4 - ADDITIONAL REQUIREMENTS**

- 1. Have You Completed the Wastewater Survey?  Yes  No  N/A  
*(Not applicable for home-based businesses)*
- 2. Do you Handle Hazardous, Toxic, or Radioactive Materials?  Yes  No
- 3. Does Your Business require Any of the Following Permits/Licenses:
  - New Mexico Environment Department Food Permit
  - Federal Environmental Protection Agency Permit(s)
  - A Contractor's License Issued by the state of New Mexico
  - Medical/Pharmaceutical License(s)
  - Other state or federal license (please specify): \_\_\_\_\_

If you answered yes to any of the above, please attach a copy of the permit/license.

**SECTION 5 - SIGNATURE OF APPLICANT**

By signing this form, I attest that the information I have provided herein is true and accurate to the best of my knowledge. I certify that I am authorized to sign the same as an agent on behalf of the above stated business. I agree to pay all associated fees for my registration including: the annual business registration fee, applicable fire inspection fees, and other applicable permit fees as required by the city of Rio Rancho. I understand that I must file any changes to my business status, operations, and/or contact information with the City Clerk's office in a timely manner.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Must be an owner, partner, or corporate officer of the organization*

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**SECTION 6 - APPROVALS (CITY USE ONLY)**

<b>Zoning Approval:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Current Zoning
_____	_____	_____	_____
Zoning Specialist	Date		
<b>Fire Inspection:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Date of Inspection
_____	_____	_____	_____
Rio Rancho Fire Marshal	Date		
<b>Building Inspection:</b>	<input type="checkbox"/> CO Approved	<input type="checkbox"/> CO Not Approved	Date of Inspection
_____	_____	_____	_____
Building Inspection Division Manager	Date		

Please choose the code that closest suites your business  
and place the number on the NAICS code section of the Business Registration Application.

**North American Industrial Classification Systems  
(NAICS Codes)**

**11 Agriculture, Forestry, Fishing & Hunting**

- 111 Crop Production
- 112 Animal Production & Aquaculture
- 113 Forestry and Logging
- 114 Fishing, Hunting, and Trapping
- 115 Support Activities for Ag and Forestry

**21 Mining, Quarrying, and Oil and Gas Extraction**

- 211 Oil and Gas Extraction
- 212 Mining (except Oil & Gas)
- 213 Support Activities for Mining

**22 Utilities**

- 221 Utilities

**23 Construction**

- 236 Construction of Buildings
- 237 Heavy and Civil Engineering Construction
- 238 Specialty Trade Contractors

**31-33 Manufacturing**

- 313 Textile Mills
- 314 Fabric Mills
- 315 Apparel Manufacturing
- 316 Leather and Allied Product Manufacturing
- 321 Wood Product Manufacturing
- 322 Paper Manufacturing
- 323 Printing and Related Support Activities
- 324 Petroleum and Coal Products Mfg
- 325 Chemical Manufacturing
- 326 Plastics and Rubber Products Mfg
- 327 Nonmetallic Mineral Product Mfg
- 331 Primary Metal Manufacturing
- 332 Fabricated Metal Product Manufacturing
- 333 Machinery Manufacturing
- 334 Computer and Electronic Product Mfg
- 335 Electrical Equipment, Appliance & Component Mfg
- 336 Transportation Equipment Mfg Furniture and Related Product Mfg
- 339 Miscellaneous Mfg

**42 Wholesale Trade**

- 423 Merchant Wholesalers, Durable Goods
- 424 Merchant Wholesalers, Nondurable Goods
- 425 Wholesale Electronic Markets & Agents and Brokers

**44-45 Retail Trade**

- 441 Motor Vehicle and Parts Dealers
- 442 Furniture and Home Furnishings Stores
- 443 Electronics and Appliance Stores
- 444 Bldg Material & Garden Eqmpt & Supplies Dealers
- 445 Food and Beverage Stores
- 446 Health & Personal Care Stores
- 447 Gasoline Stations
- 448 Clothing and Clothing Accessories
- 451 Sporting Goods, Hobby, Musical Instrument & Book Stores
- 452 General Merchandise Stores
- 453 Miscellaneous Store Retailers
- 454 Non-store Retailers

**48-49 Transportation and Warehousing**

- 481 Air Transportation
- 482 Rail Transportation
- 483 Water Transportation
- 484 Truck Transportation
- 485 Transit & Ground Passenger Transp
- 486 Pipeline Transportation
- 487 Scenic and Sightseeing Transportation
- 488 Support Activities for Transportation
- 491 Postal Service
- 492 Couriers and Messengers
- 493 Warehousing and Storage

**51 Information**

- 511 Publishing Industries (Except Internet)
- 512 Motion Picture & Sound Recording Industries
- 515 Broadcasting (except internet)
- 517 Telecommunications
- 518 Data Processing, Hosting & Related Svcs
- 519 Other Information Services

**52 Finance and Insurance**

- 521 Monetary Authorities-Central Bank
- 522 Credit Intermediation & Related Activities
- 523 Securities, Commodities & Other Financial Investment Related Activities
- 524 Insurance Carriers and Related Activities
- 525 Funds, Trusts & Other Financial Vehicles

**53 Real Estate & Rental & Leasing**

- 531 Real Estate
- 532 Rental & Leasing Services
- 533 Lessors of Non-financial Intangible Assets (except Copyrighted Works)

**54 Professional, Scientific & Technical Services**

- 541 Professional, Scientific & Technical Svcs.

**55 Management of Companies and Enterprises**

- 551 Management Companies and Enterprises

**56 Admin & Support & Waste Mgmt & Remed. Svcs**

- 561 Administrative & Support Services
- 562 Waste Mgmt and Remed. Services

**61 Educational Services**

- 611 Educational Services

**62 Health Care & Social Assistance**

- 621 Ambulatory Health Care Services
- 622 Hospitals
- 623 Nursing & Residential Care Facilities
- 624 Social Assistance

**71 Arts Entertainment & Recreation**

- 711 Performing Arts, Spectator Sports & Related Industries
- 712 Museums, Historical Sites & Similar Inst.
- 713 Amusement, Gambling & Rec. Ind.

**72 Accommodations & Food Services**

- 721 Accommodation
- 722 Food Services & Drinking Places

**81 Other Services (except Public Administrator)**

- 811 Repair & Maintenance
- 812 Personal & Laundry Services
- 813 Religious, Grantmaking, Civic, Professional & Similar Organizations
- 814 Private Households

**92 Public Administration**

- 921 Executive, Legislative & Other Gen. Govt. Support
- 922 Justice, Public Order, and Safety Activities
- 923 Administration of Human Resource Programs
- 924 Admin of Environmental Quality

- 925 Admin of Hsng Prgms, Urban Planning & Community Development
- 926 Admin of Economic Programs
- 927 Space Research & Technology
- 928 National Security & International Affairs

