



# CITY OF ESPAÑOLA

405 N. Paseo de Oñate  
Española. NM 87532

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

## EXTRA-TERRITORIAL BUSINESS REGISTRATION APPLICATION

**STEP 1:** Complete general information below and submit to Planning & Land Use Office next to City Hall.

<b>Business Name</b>	
<b>Business Location</b>	<b>SSN/FEIN</b>
Building #   Suite/Unit   Street Name   City, State   Zip	
<b>Description of Business</b> <i>(Be specific)</i>	<b>NAICS Code</b>
<b>Applicant Name</b>	
<b>Mailing Address</b>	
Address   City/State   Zip	<b>GRT Location Code &amp; Rate</b>
<b>Contact Info:</b>	
Phone #   Email	
<b>Website</b> (if available)	
<i>I hereby certify that I am the lawful representative of this business and I hereby permit inspection relating to this application.</i>	
Applicant/Business Owner Signature	Date

**STEP 2:** Attach the following documentation:

- Business License from the appropriate jurisdiction (city/county) for your location
- Proof of Insurance
- List of Corporate Officers
- Any of the below that pertain. (\*as applicable, varies by type of business)

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

Internal Use Only	Date	Signature
Planning & Land Use (505) 747-6064		
City Clerk's Office (505) 747-6100		