



4 CORRALES ROAD

CORRALES, NEW MEXICO 87048  
PHONE 505/897-0502  
FAX 505/897-7217

## 2009 BUSINESS REGISTRATION ALL ENTRIES ARE REQUIRED

Any person proposing to engage in Business within the Municipal limits of the Village of Corrales shall apply for (and if approved) pay a Business Registration Fee of **\$35.00** for each outlet, branch, or location within the Municipal Limits. Any person with a place of business in the Village of Corrales is subject to compliance with Chapter 10, Article II of the Village of Corrales Code of Ordinances, in that they shall apply for renewal of their business license with the Village Clerk prior to **March 16** of each calendar year.

Pursuant to Sections 3-38-2 and 3-38-4, NMSA 1978, and Section 10-33 of the Code of Ordinances of the Village of Corrales, the Village Clerk may deny an application for business registration or for renewal of a business registration, or may revoke a business registration previously granted: (1) if the applicant is determined not to be in compliance with applicable state, federal or local laws or regulations; (2) if the applicant fails to provide any required information; or (3) if the applicant fails to tender the required fee.

### INCOMPLETE APPLICATIONS WILL BE RETURNED WITH YOUR PAYMENT!

Business Name (as it will appear on license):

Renewal       NEW

Type of Business:  
(i.e. restaurant, retail sales, gallery)

Business Owner Name:

Business Mailing Address:

Business Physical Address:

Business Phone:

(For Office Use Only)

Home Phone:

I AM NO LONGER CONDUCTING BUSINESS IN THE VILLAGE OF CORRALES

OWN     RENT - **MANDATORY**: If renting, include property owners **LETTER OF AUTHORIZATION** to conduct business on property; authorization letter **MUST** be on file in Village Office.

New Mexico Gross Receipts Tax No. \_\_\_\_\_

State License(s) OR Permits Required?     NO     YES (if YES...Attach copy of license/Permit)

Application is for:     Individual     Partnership     Corporation

For Partnerships and Corporations, please indicate names and addresses of all partners/corporations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ Date: \_\_\_\_\_

An applicant whose application for business registration is denied by the Village Clerk may submit to the Village Clerk a notice of appeal to the Village Council. Upon receipt of such notice of appeal, the Village Clerk shall schedule a hearing before the Village Council, and shall notify the applicant of the date, time and location of the hearing.

**THIS PAGE FOR MUNICIPAL OFFICE USE ONLY**

**OFFICE STAFF ONLY**

Recd By: \_\_\_\_\_ Date: \_\_\_\_\_ ID No. \_\_\_\_\_

Amount Received \$ \_\_\_\_\_ Cash  Check # \_\_\_\_\_ CC Type: MC/Visa \_\_\_\_\_

Receipt #: \_\_\_\_\_ ID # \_\_\_\_\_  Entered into MIP  Certificate sent

Approved Authorized Village Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*\*\* Planning and Zoning Office Use Only \*\*\*\*\***

Zone: [ ] Home Occupation [ ] Commercial [ ] Office Zone [ ] Mobile [ ] Non-Conforming/Grandfathered  
[ ] Non-Corrales Business

DESCRIPTION: \_\_\_\_\_

Approved with the following conditions: \_\_\_\_\_

Approved Planning & Zoning: \_\_\_\_\_ Date: \_\_\_\_\_

Entered into ZonePro:

**\*\*\*\*\* Building Department Use Only \*\*\*\*\***

Occupancy Classification \_\_\_\_\_ Date of inspection \_\_\_\_\_

Description \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Disapproved \_\_\_\_\_ Date \_\_\_\_\_

Reasons for disapproval \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*\*\* Fire Department Use Only \*\*\*\*\***

Address visible both directions from road  yes  no

Registered for CODE RED  yes  no

Floor Sketch Plans turned in  yes  no

Evacuation Route Map turned in  yes  no

Knox Box  yes  no

Alarm System Type: Monitored  yes  no  Police  Fire  both  other

Number of Employees: \_\_\_\_\_

Previous Building use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fire Department Occupancy Load will not exceed the Occupancy Load rating from New Mexico Environmental departments Load.**

## FOR WEB SITE INFORMATION ONLY

If you wish to be included on the Village website Business listing YOU MUST complete and return this form with your Business Registration form. All entries must be filled out.

YES - I want to be listed on the Village website [www.Corrales-NM.org/2009-ActiveBusiness](http://www.Corrales-NM.org/2009-ActiveBusiness)

Business Name (as it appears on license):	
Business Owner Name:	
Business Mailing Address:	
Business Physical Address:	
Business Phone:	

**Please PRINT CLEARLY**

	Class	Nature of Business (max. 5 words)
<input type="checkbox"/>	Agricultural	
<input type="checkbox"/>	Art/Artist	
<input type="checkbox"/>	Computers/Electronic	
<input type="checkbox"/>	Construction/Contracting	
<input type="checkbox"/>	Consulting/Instruction	
<input type="checkbox"/>	Equestrian/Pet Services	
<input type="checkbox"/>	Financial Services	
<input type="checkbox"/>	Food/Beverages	
<input type="checkbox"/>	Gallery / Art Studio	
<input type="checkbox"/>	Health / Care Services	
<input type="checkbox"/>	Internet Sales/Services ONLY	
<input type="checkbox"/>	Legal Services	
<input type="checkbox"/>	Lodging	
<input type="checkbox"/>	Real Estate	
<input type="checkbox"/>	Restaurant and/or Bar	
<input type="checkbox"/>	Retail or Sales	
<input type="checkbox"/>	Trades and Services	
<input type="checkbox"/>	Winery	

<input type="checkbox"/> <b>Email address:</b>	<input type="checkbox"/> <b>WEBSITE: www.</b>
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