



CITY OF AZTEC BUSINESS REGISTRATION APPLICATION

LICENSE # _____

BUSINESS INFORMATION

Legal Name of Business:

Doing Business as:

Physical address of Business:

City: State: ZIP Code:

Mailing address:

City: State: ZIP Code:

Business Telephone Number: Emergency or Cell Number:

Business Website:

BUSINESS TYPE

Individual/Sole Proprietor	Limited Liability Partnership
Partnership	Limited Liability Corporation
Corporation	Non Profit Organization (501) (c) 3
Other (list)	attach determination letter for non-profit status

OWNER INFORMATION

(1) Name of Owner:

Title: Social Security #

Address: How long?

City: State: ZIP Code:

Phone: Fax: Email:

(2) Name of Owner:

Title Social Security #

Address: Phone:

City: State: ZIP Code:

Phone: Fax: Email:

(3) Name of Manager: Phone Number:

PROFESSIONAL CERTIFICATIONS AND LICENSES

STATE YOUR PROFESSION OR OCCUPATION:

Does your profession or occupation require New Mexico certification or license?
IF YES, YOU MUST ATTACH A COPY OF YOUR CURRENT CERTIFICATION OR LICENSE ISSUED BY THE
STATE OF NEW MEXICO

TAX IDENTIFICATION NUMBERS AND CLASSIFICATION

New Mexico Tax Identification Number (CRS#)

Federal Employer Identification Number (FEIN):

Classification of Business Sector (check one)

01 - Agriculture	05 - Trans, Comm Utility	09 - Service General
02 - Mining	06 - Wholesale	10 - Service - Food
03 - Construction	07 - Retail	11 - Government
04 - Manufacturing	08 - Finance, Insurance, Real Estate	

GENERAL BUSINESS INFORMATION

Describe (in detail) Nature of Business:

Hours of Operation: Business Start Date:

Does the business require special wastewater discharge needs? If yes, please explain:		
Does the business use, manufacture or store hazardous materials? If yes, please explain:		
Were renovations done to the building in order for you to operate at this location? If yes, explain:		
Will your business require any construction modifications to the building/space, or any changes to the ventilation, plumbing, or electrical systems? If yes or at any time before modifications are made you must contact our Community Development		
Does the location of the business meets all current applicable building and fire codes:		
SOLICITORS <i>\$35 per solicitor – Identification is required</i>		
1). Name:	Phone #:	
2). Name:	Phone #	
3). Name:	Phone #	
HOME-BASED BUSINESS <i>\$35 ANNUAL FEE</i>		
Will anyone come to your home in connection with the business? If yes, explain:		
List the type(s) of equipment that will be used:		
Will there be business vehicles parked on the street? (List)		
CONTRACTOR <i>\$35 ANNUAL FEE Copy of your CID License must be attached</i>		
State Contractor's License Number:	Expiration Date:	
License Type(s):		
TATTOO ESTABLISHMENT & ARTIST <i>\$50 ANNUAL FEE Copy of your CID License must be attached</i>		
Name of Establishment:	License #:	
Name of Tattoo Artist:	License #:	
A copy of the Establishment License and Tattoo Artist License and Inspection of establishment must be attached.		
MOBILE FOOD UNIT <i>\$50 PER UNIT ANNUAL FEE</i>		
Address where mobile unit will be located during operating hours:		
Address where mobile unit will be stored during non-operating hours:		
Make:	Model:	Body Type:
VIN #:	License Plate #:	
Hours of Operation:	Food Permit #:	
Will you operate at special events?	Will you operate on Private Property inside City limits of Aztec?	Will you operate at both special events and on private property?
If operating on private property you must provide a detailed site map, a restroom agreement a lease agreement or notarized statement providing proof of location approval and use.		
A copy of the mobile unit registration, food permit, insurance and menu of products being sold must be provided		
SIGNATURE AND ACKNOWLEDGEMENT		
It shall be unlawful for any applicant to knowingly provide false or misleading information on any application. By signing this application you agree that the statements made are true, correct and complete and you agree to comply with all Aztec City Regulations and the Aztec City Code.		
Printed Name of Applicant:		
Signature of Applicant:		Date:



Business License Planning & Zoning Checklist Form

GENERAL BUSINESS INFORMATION

Is the address of the business located in city limits of Aztec?	Yes	No
If the answer is no, you do not need to complete this form other than signature line.		
Including the owner/applicant, how many employees are employed in the business?		
Does the business receive public traffic?	Yes	No
If Yes, how many customers per day?		
What are the hours of operation?		
Please describe, in detail, that nature of the business:		

SITE LOCATION OF BUSINESS

Any structural changes to an existing building (additions, modifications, etc.)	Yes	No
If Yes, please explain:		
Does the location of the business meets all current applicable building and fire codes? If you are unsure, call 505-334-4313 for more information or to schedule an inspection	Yes	No
List the type(s) of equipment that will be used:		
Is the parking area graveled and/or paved?	Yes	No
Has Community Development approved the parking plan?	Yes	No
Will the business have an advertisement sign(s) ? (wall signs, temporary signs, pole signs etc.)	Yes	No
If Yes, have the sign permits been approved by Community Development?	Yes	No
If yes, please state the permit number		
Every location in Aztec is required to have a trash receptacle. Will your business need a 96 gallon cart or larger dumpster?	Cart	Dumpster
<i>Please note: If your business will need dumpster the dumpster(s) be screened from public view and enclosure must meet the specifications determined by our solid waste contractor.</i>		
Will there be any outside storage (e.g., pipes, crates, engines, tools ect.)?	Yes	No
<i>Please note: outdoor storage is prohibited unless surrounded by a solid wall or fence between six to eight (6 to 8) feet in height except for the M-1, M-2, or PUD District and is subject to approval by the Community Development Department.</i>		

ZONING

What is the zoning district for the business location?	Please Select One										
<table style="display: inline-table; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;">A-1</td> <td style="border: 1px solid black; padding: 2px;">MH</td> <td style="border: 1px solid black; padding: 2px;">R-1</td> <td style="border: 1px solid black; padding: 2px;">R-2</td> <td style="border: 1px solid black; padding: 2px;">C-1</td> <td style="border: 1px solid black; padding: 2px;">C-2</td> <td style="border: 1px solid black; padding: 2px;">O-1</td> <td style="border: 1px solid black; padding: 2px;">M-1</td> <td style="border: 1px solid black; padding: 2px;">MM-2</td> <td style="border: 1px solid black; padding: 2px;">PUD</td> </tr> </table>	A-1	MH	R-1	R-2	C-1	C-2	O-1	M-1	MM-2	PUD	
A-1	MH	R-1	R-2	C-1	C-2	O-1	M-1	MM-2	PUD		

COURTESY SAFETY INSPECTION

Would you like an inspection of the property from Community Development?	Yes	No
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SIGNATURE AND ACKNOWLEDGEMENT

It shall be unlawful for any applicant to knowingly provide false or misleading information on any application. By signing this application you agree that the statements made are true, correct and complete and you agree to comply with all Aztec City Regulations and the Aztec City Code.

Printed Name of Applicant:

Signature of Applicant:	Date:
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CITY OF AZTEC USE ONLY

Is the business in compliance with the zone district?									Yes	No
What is the zone district for this business?										
NIC	A-1	MH	R-1	R-2	C-1	C-2	O-1	M-1	M-2	PUD
Have all permits and plans been obtained, reviewed and approved by the Community Development Department?									Yes	No
If no, what is missing?										
Date of contact with business owner/representative:										
Comments:										
Community Development Recommendation:				Deny			Approve			
Date of Recommendation:										
Comments:										
Application reviewed by:										
<input type="checkbox"/> Approved <input type="checkbox"/> Denied				Community Development Seal/Stamp						

Business License Office	
Comments/Recommendations: _____	

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Approved by: _____	Date: _____

Additional Notes:

New Business Checklist

The following information may serve as a quick reference guide to those that would like to open a business in the City of Aztec. This list is not intended to be all-inclusive but may serve as a guideline to assist business owners.

STEP 1: ZONING COMPLIANCE. Before signing a lease or purchase agreement, the business owner should verify the City of Aztec zoning requirements for the proposed location. Prior to occupying any building (new or existing), the business owner must complete and submit a Commercial Zoning Checklist Form to ensure the business is properly zoned and permitted to operate at the proposed location. If the applicant is making structural changes to an existing building (additions, modifications, etc.), these changes should also be included on the application form. If the applicant is constructing a new building, the Commercial Zoning Compliance process will also cover zoning review of the new structure and accompanying site plan. Once the Zoning Compliance Form has been reviewed, City staff will contact the applicant with a notice of approval or denial. Appeals may be submitted to the City Commission at a public hearing, with applicable fees. For more information, please contact the Planning Department at (505) 334-7604.

STEP 2: BUILDING PERMIT. All new construction, additions, demolition, and/or modifications to existing buildings and building systems will require a building permit from San Juan County's Building Division. Business owners should contact the San Juan County Department to determine if a permit is required before commencing any work. The building permit fees are based on the value of the work to be performed. For more information, please contact the San Juan County Building Division at (505) 334-4313.

STEP 3: CHANGE OF OCCUPANCY. When a new business is established, and there is no change in the building's occupancy classification, any non-conformities with existing building codes (except life safety issues) at the time the new business is established shall be grandfathered from the current building codes. However, if there are significant alterations to the structure or when a new business is established which results in a change in a building's occupancy classification (i.e., from "Business" to "Assembly," from "Residential" to "Business," from "Mercantile" to "Business," etc.), then the building must be brought into compliance with current zoning, fire, and building codes before the new business may be established.

STEP 4: SIGN PERMIT. Any business owner who intends to place one or more signs at his/her place of business must first obtain a sign permit from the City of Aztec's Community Development Department. A Request for Sign Permit application shall be submitted to City of Aztec, Attn: Community Development Department, 201 W. Chaco St, Aztec, NM, 87410. To expedite the process, please include the following with your application: dimensions of all proposed sign(s), dimensions of the building frontage to which the sign(s) will be attached (if signs will be affixed to a building), and color images or drawings of the proposed sign(s). All sign applications will be reviewed for compliance with the City's sign ordinance and appropriate building codes. There is a fixed \$10 fee for zoning review, while the permit itself will be based on the type of the sign. Fees may be paid at the time the permit is issued. Please note that the City's zoning ordinance does not permit all types of signs. Once the Request for Sign Permit has been reviewed, City staff will contact the applicant with a notice of approval or denial. Appeals may be submitted to the City Commission for Appeals. For more information about sign requirements and permits, please contact the Community Development at (505) 334-7604.