

15--CITY OF CARLSBAD  
 Planning, Engineering, and Regulation Department  
 114 S. Halagueno Street (PO Box 1569)  
 Carlsbad, New Mexico 88220 (88221-1569)  
 Phone: (575) 885-1185, Fax: (575) 628-8379

# APPLICATION AND INVOICE

## Business Registration

### TEMPORARY OR ANNUAL

**REGISTRATION IS AN EASY 3-STEP PROCESS**

Step 1. Verify each item of information in the detail section of the invoice regarding your business and provide corrections or missing information, where necessary. Instructions are provided on page 2.

Step 2. Sign the form.

Step 3. Return a copy along with your check for \$35.00 for ANNUAL REGISTRATION or \$10.00 for TEMPORARY REGISTRATION (good for up to ten days) to the Planning, Engineering, and Regulation Department. Checks should be made payable to the CITY OF CARLSBAD. We also accept payment through MASTERCARD, VISA, and DISCOVER (Complete form on page 2 for credit card payment by mail or fax). The registration fee may be waived for Tax Exempt Corporations.

### 1. TYPE OF APPLICATION

Date of Application: \_\_\_\_\_

The undersigned hereby requests registration of the Business indicated below:

Annual Registration – Calendar Year

Temporary Registration, as follows:

Waiver of Fee Requested (Non-Profit Applicant)\*

Period: \_\_\_\_\_

Event: \_\_\_\_\_

\* For Waiver Requests, please submit proof of Non-Profit Status (501(c)3).

Waiver of Fee Requested (Tax Exempt Applicant)\*

### 2. BUSINESS NAME

DBA or Common: \_\_\_\_\_

Full: \_\_\_\_\_

### 3. TELEPHONE CONTACT

Business: \_\_\_\_\_

Emergency: \_\_\_\_\_

### 4. LOCATION OF BUSINESS

Street Number: \_\_\_\_\_ (Building Number)

Prefix: \_\_\_\_\_ (N, S, E, W)

Street Name: \_\_\_\_\_

Comment: \_\_\_\_\_

(Building Name, Suite #, etc.)

### 5. MAILING ADDRESS

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

### 6. MISCELLANEOUS REQUIRED INFORMATION

A. Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

B. NM ID Number: \_\_\_\_\_

C. Contractor or Handyman License # (if applicable): \_\_\_\_\_

D. Organization of Business: \_\_\_\_\_

E. Nature of Business: \_\_\_\_\_

Business Type \_\_\_\_\_ Specialty \_\_\_\_\_

F. Zoning District: \_\_\_\_\_

1. Is the business an allowed use in this zoning district?  Yes  No

2. If NO, provide date of Special Property Use approval by City Council: \_\_\_\_\_

The foregoing information is, to the best of my knowledge and belief, true and correct. It is requested that this business be registered by the City of Carlsbad as required by Chapter 28 of the Carlsbad Code of Ordinances.

\_\_\_\_\_  
Signature Title (Owner, Manager, etc.)

**COMPLETE FOR CREDIT CARD PAYMENT** Type of Card:  VISA  MASTERCARD  DISCOVER

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_



Expiration: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year) Amount to be Charged: \$ \_\_\_\_\_

Name: \_\_\_\_\_ (As it appears on the Credit Card)

Address: \_\_\_\_\_ (Credit Card Billing Address)

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Telephone: \_\_\_\_\_

**APPLICATION INSTRUCTIONS: PLEASE COMPLETE THE APPLICATION IN FULL AND IN ACCORDANCE WITH THE FOLLOWING. CONTACT THE PLANNING, ENGINEERING, AND REGULATION DEPARTMENT AT 575-885-1185 FOR CLARIFICATION OF ANY ITEM.**

**CARLSBAD CODE OF ORDINANCES** - The complete City of Carlsbad Code of Ordinances is available online through the City website: [www.cityofcarlsbadnm.com](http://www.cityofcarlsbadnm.com). Follow the "City Ordinances" link found on the left hand side of the opening page.

**GENERAL - REQUIREMENT FOR REGISTRATION**

The City of Carlsbad has, in accordance with NMSA 1978 3-38-3, imposed on each place of business located within the City, or collecting revenue in the city limits, an annual business registration fee of \$35.00. Any person proposing to engage in business within the municipal boundaries of the City of Carlsbad shall apply for and pay the business registration fee. For each outlet, branch, or location within the municipal limits, a separate application shall be submitted. Application for registration shall be submitted prior to the start of any business and prior to March 16 of the succeeding year for renewal. This fee may not be prorated for businesses conducted for a portion of the year. Failure to comply with these requirements shall be subject to a penalty of not more than \$500, or imprisonment for not more than 90 days, or both.

**ITEM 1: TYPE OF REGISTRATION** - The City of Carlsbad will accept business registration in two categories: Annual and Temporary. Annual Registration is required for any business that will conduct commercial or other similar activities within the city for longer than 10 calendar days. A Temporary Registration is accepted for all other activities, and the applicant must provide the period during which the activity will be conducted and, if applicable, the name of the event in which he or she will participate. The cost of Temporary Registration is \$10.00 and is not renewable. The fee required for either an Annual or Temporary Registration may be waived for tax exempt businesses. Application for waiver may be made by checking the appropriate block and submitting proof of Tax Exempt Status.

**ITEM 2: BUSINESS NAME** - The applicant should provide both the name under which he or she is doing business and wish to be referred to (Common Name/Doing Business As) and the formal or complete name under which the business is or will operate (Full Name).

**ITEM 3: TELEPHONE CONTACT** - The applicant should provide, at a minimum, the primary telephone number for the business at the location being registered. It is also suggested that the applicant provide an "after hours" emergency contact number. The primary contact provided under Item 6A should be available at the emergency contact number.

**ITEM 4: LOCATION OF BUSINESS** - Applicants for both temporary and annual registrations should complete this item citing the street address at which the business will be located. Post Office Box numbers are not acceptable for this purpose. If the applicant's business is, or will be, located at more than one address, each address must be registered individually.

**ITEM 5: MAILING ADDRESS** - The applicant should provide an address appropriate for business correspondence. The primary contact provided under Item 6A should be available at this address.

**ITEM 6A: PRIMARY CONTACT** - The applicant should identify one individual responsible for operation of the business at the location being registered. This individual does not need to be physically located at the site. The applicant should also provide a title for the individual identified. Typical titles would be: Owner, Manager, President, CEO, CFO, or other, as appropriate.

**ITEM 6B: NM ID NUMBER** - A New Mexico Identification Number must be provided or evidence submitted that appropriate application has been made as part of the registration process. This number is assigned by the New Mexico Taxation and Revenue Department: 400 N. Pennsylvania Ave., Ste. 200, PO Box 1557, Roswell, NM 88202-1557. This office can be reached by telephone at 575-624-6065 (Roswell).

**ITEM 6C: ORGANIZATION OF BUSINESS** - Four types of business organization are acceptable for registration purposes: 1) Sole Proprietorship, 2) Partnership, 3) Corporation or 4) Tax Exempt Corporation (Tax Exempt Status is allowed only for 501(C) or PL86-272 Corporations.) A sole proprietorship is a business owned and operated by an individual. A partnership may consist of two or more individuals that have combined resources for the purpose of the business. A corporation exists only if specifically sanctioned by the State in which the business was incorporated.

**ITEM 6D: NATURE OF BUSINESS** - Provide brief description of the nature of the services or products provided by commercial enterprise by listing the MAJOR type of business and the MAJOR specialization of your business.

Please select one of the following major Types of Business: 1. Agriculture, 2. Construction, 3. Finance, 4. Insurance, 5. Manufacturing, 6. Medical, 7. Mining, 8. Real Estate, 9. Retail, 10. Service, 11. Transportation, 12. Utility, or 13. Wholesale.

Several examples could be "Construction / Commercial", "Service / Engineering", "Retail / Clothing," or "Insurance / Automobiles"

**ITEM 6F: SPECIAL PROPERTY USE APPROVAL** - The Carlsbad Zoning Ordinance (Chapter 56 of the Carlsbad Code of Ordinances) restricts the use of property located within each Zoning District. Some uses are not allowed in certain districts. If a use is not allowed, the City Council may, by special permit and after a public hearing, authorize additional uses under Section 56-316 of the Ordinance. Applications for Special Property Use Permits are available in the Licensing and Permits Office.