

READY FOR INSPECTION CALL SHEET

ONCE YOUR BUSINESS IS READY TO OPEN, PLEASE CONTACT THE CITY BUILDING, MECHANICAL AND FIRE INSPECTORS TO SET UP AN APPOINTMENT TO HAVE AN INSPECTION DONE OF YOUR BUSINESS FACILITY. I CANNOT ISSUE A CITY LICENSE REGISTRATION UNTIL THESE INSPECTIONS ARE COMPLETED, WHICH ENSURES THE INSPECTORS THAT THE FACILITY IS UP TO SAFETY CODES TO OPERATE. **IF THERE ARE SAFETY ISSUES THAT AN INSPECTOR HAS NOTIFIED YOU ABOUT, YOU MUST CORRECT THE DEFICIENCY PRIOR TO OPERATING YOUR BUSINESS. IF YOU OPERATE EVEN THOUGH YOU HAVE BEEN NOTIFIED BY AN INSPECTOR OF A SAFETY ISSUE, I WILL TAKE ACTION TO HAVE YOUR BUSINESS OPERATIONS CEASED.** PLEASE DO NOT IGNORE BUILDING DEFICIENCIES THAT COULD JEOPARDIZE THE SAFETY OF CUSTOMERS, THE PUBLIC OR YOURSELF. PLEASE TURN IN THE COMPLETED APPLICATION TO ME PRIOR TO CALLING FOR INSPECTIONS.

AS EACH INSPECTOR SETS THEIR OWN APPOINTMENTS, YOU NEED TO CALL THEM DIRECTLY (THE SECRETARY OF EACH DEPT. CAN TAKE A MESSAGE BUT CANNOT SET APPOINTMENTS FOR THE INSPECTORS. FIRE INSPECTION MUST BE DONE PRIOR TO BUILDING INSPECTION). THESE NUMBERS ARE AS FOLLOWS:

1st Step:

FIRE PREVENTION BUREAU

**WARREN ALDRICH OR
MATT MILLER
(575) 624-6830**

3rd Step:

***** (Restaurant or Food Vendors Only) *****

ENVIRONMENTAL DEPT.

**1914 W. Second
Roswell, NM 88201
575-624-6046**

2nd Step:

CITY BUILDING INSPECTIONS

INSPECTOR (575) 637-6293

Gus Garcia

(Restaurant Inspections Only)

Plumbing Inspector

(575) 637-6290

*****ONCE THESE INSPECTIONS ARE COMPLETED PLEASE BRING IN A COPY OF THE FIRE INSPECTION SO THAT WE MAY ISSUE YOUR BUSINESS LICENSE*****

THANK YOU FOR YOUR COOPERATION,

Nikomi Bejarano

Nikomi Bejarano

BUSINESS LICENSE CLERK

CITY OF ROSWELL

COMMERCIAL

BUSINESS LICENSE REGISTRATION

CITY ZONING ORDINANCES #10-02/CITY ORDINANCES CHAPTER 7

Telephone (575) 637-6208

Facsimile (575) 624-6818

New Registration and Renewals

\$35.00

Checks payable to: City of Roswell

***20% Surcharge per Month**

For Late Renewals

For Office Use Only

AMT. PAID \$ _____

CASH, CREDIT _____ or

CHECK# _____

DATE PAID _____

LIC. DATE _____

BUS. LIC. # _____

Mail to:
CITY OF ROSWELL
421 N. Richardson
P.O. Drawer 1838
Roswell, NM 88202-1838
Attn: Business License Clerk

PLEASE CHECK THE ONE THAT APPLIES TO YOUR BUSINESS

New Business New Owner Location Change Renewal Update or Change

PLEASE PRINT OR TYPE ALL INFORMATION, THE APPLICATION WILL BE RETURNED IF NOT LEGIBLE OR COMPLETED.

Operating as Business Name: _____ Phone: _____

Other Business Name: _____

Form of Business (please select): Sole Proprietorship, partnership, LLC or corporation

Specific Days of Operation (within 7 day week): _____ Specific Hours of Operation (within a 24 hour day) _____

Business Location: _____ City _____ State _____ Zip Code _____

Mailing Address: _____ City _____ State _____ Zip Code _____

Type of Business (**Be Specific**): _____

NM State Tax ID# _____ - _____ - _____ NM State License # _____ Expires: _____
(CRS Tax ID can be obtained at 400 N. Pennsylvania Ste 200) (If profession requires)

Driver's License #: _____ State _____ DOB _____ E-mail Address: _____

Please list of names, telephone numbers and mailing addresses (business and residence) of owner (s), partners or corporate officers and if a corporation, please include name and mailing address of statutory agent. (Attach a separate sheet if necessary)

| Name | Telephone # | Title | Mailing Address |
|------|-------------|-------|-----------------|
| | | | |
| | | | |

I certify that the foregoing information is correct, to the best of my knowledge.

PLEASE BE SURE TO:
Fill Out Application
Enclose Check or Money Order
Or Advise if No Longer in Business

Signature: _____

Print Name: _____ Title: _____ Date: _____

***Return completed form, attachments and check or money order to address indicated at the top of this form (BEFORE inspections are done). After the business has been inspected and approved, the registration will be mailed to you.

OFFICIAL USE ONLY*Note: A plot plan is required for Planning and Zoning approval. The plot plan needs to be drawn to scale and show the property in question, adjacent street(s) and alley(s), dimensions from property lines to any and all structures located on the lot, all buildings, and driveways and the proposed parking layout with parking spaces numbered. If the proposed parking layout meets city standards, the parking lot will be required to be striped according to the layout submitted. On a separate sheet show the building layout, label rooms with the intended use(s), this will be used to calculate the required parking spaces. Landscaping may also be required. [Use paper no larger than 11" x 17"]

The following departments will inspect the business location prior to the license being issued for a new business, owner or location change:

Planning and Zoning: _____

Fire Inspections: _____

Building Inspections: _____

Wastewater Treatment: _____

New Mexico State Highway Department (if on Main St or Second St) 637-7200: _____

Environmental: _____

County Planning & Zoning: _____

Other: _____

City of Roswell
Code Enforcement Office
Business License Department
575-637-6208(*telephone*) 575-624-6818 (*facsimile*)

BUSINESS LICENSE REGISTRATION RENEWAL

It is time to renew your business license registration. To conduct business in Roswell, the City Zoning Ordinances #10-02/City Ordinances Chapter 7 states that each business will obtain a City of Roswell business registration each year. If you have questions regarding this ordinance, please call Code Enforcement at (575) 624-6700 Ext. 253.

Address label here

Please return the completed application with all information requested and the \$35.00 application fee enclosed (See Other Side). If your profession requires State of New Mexico Certification, you are required to provide a copy. Failure to complete the application in its entirety will result in the application being returned to you for completion. This could result in a possible surcharge. Please note that this application is an archival file and must be filled out each year of renewal.

As a reminder, please be aware that there is a staggered business registration period by quarter. The renewal dates are on the last day of the months of March, June, September, and December (of every year).

- (a) Those businesses whose first letter (exclusive of a, an & the) starts with A through C, numbers, computer codes, etc. license is due on March 31.
- (b) Those businesses whose first letter (exclusive of a, an & the) starts with D through K is due on June 30.
- (c) Those businesses whose first letter (exclusive of a, an & the) starts with L through R is due on September 30.
- (d) Those businesses whose first letter (exclusive of a, an & the) starts with S through Z is due on December 31.
- (e) If the last day of the month falls on a weekend or a holiday recognized by the City of Roswell, the due date will be the next working day following that weekend or holiday.

If any person fails to obtain the appropriate registration or license pursuant to the terms of this ordinance, or fails to renew such registration or license before the expiration date of the month of renewal, such person shall pay a surcharge in the amount of twenty percent (20%) of the license or registration fee for each month after the payment is late. A grace period (in which no late fee will be due and payable) of fourteen (14) calendar days following the last day of the month the license is to be renewed, is allowed. In no event shall the total surcharge exceed the cost of the registration or license fee. Further steps to ensure proper registration may include Municipal Court Proceedings.

If you are no longer doing business, please call my office so I can update your file, which could save your business any accumulated surcharges.

Thank you for your prompt response,

Nikomi Bejarano
Business License Clerk
City of Roswell, NM 88201