CITY OF PORTALES

Business Registration Office
1028 W Community Way
Portales, NM 88130
(575) 356-6662 Ex: 1025 or 575-356-8449 option 2

BUSINESS REGISTRATION APPLICATION

CITY ORDINANCE #582, SECTION 24, ARTICLE IV REQUIRES ALL BUSINESSES APPLY FOR AND OBTAIN A BUSINESS REGISTRATION PRIOR TO ENGAGING IN BUSINESS.

THE REQUESTED INFORMATION AND APPROVALS ARE REQUIRED TO PROMOTE THE GENERAL HEALTH AND WELFARE OF THE CITIZENS OF PORTALES AND TO PROPERLY ESTABLISH BILLING ARRANGEMENTS. NO APPLICATION WILL BE ACCEPTED UNTIL ALL THE INFORMATION AND APPROVALS ARE COMPLETED.

BUSINESS NAME:

NATURE OF BUSINESS: **HOME ENTERPRISE:** YES NO

CONTRACTOR: YES, [] NO [] **NM CONTRACTOR'S LICENSE #:**

CURRENT BUSINESS LOCATION:
CITY STATE ZIP

MAILING ADDRESS:
CITY STATE ZIP

BUSINESS PHONE #: **EMERGENCY PHONE #:**

EMAIL ADDRESS:

NM STATE TAXPAYER REGISTRATION/ID NO.:

TYPE OF OWNERSHIP: ☐ CORPORATION ☐ PARTNERSHIP ☐ SOLE OWNERSHIP/PROPRIATORSHIP

PLEASE COMPLETE THE FOLLOWING

OWNER NAME: **HOME PHONE #:**

HOME ADDRESS:
CITY, STATE ZIP

SOCIAL SECURITY #: **DRIVER LICENSE #:**

GOVERNMENTAL APPROVALS NEEDED (for New or Relocating Businesses)

For inspection appointments, please contact the following City of Portales Departments:
ZONING & INSPECTION: (575) 356-8449 opt 4
FIRE DEPARTMENT: 301 South Avenue C (575) 356-4406

Approval required for businesses dealing in food, grocery/convenience stores, restaurants, etc…
STATE OF NM ENVIRONMENT DEPT.: (575) 762-3728
100 E Manana, Clovis, NM 88101

DEPARTMENT	INFORMATION NEEDED	PREAPPROVAL REQUESTS		DATE APPROVED	INSPECTOR'S SIGNATURE
		DATE	ACTION		
ZONING:	CLASS:		VARIANCE? ☐ YES ☐ NO		
INSPECTION					
FIRE					
ENVIRON. DEPT.					
OTHER					

APPLICANT'S SIGNATURE: **DATE:**

Business Registration Fee is $35.00, please make checks payable to*: THE CITY OF PORTALES*

(FOR OFFICE USE ONLY)

CASHIER'S INIT.:	AMOUNT PAID:	RECEIPT NUMBER:	DATE: