



BUSINESS REGISTRATION FORM

OFFICE OF THE CITY CLERK | 505 SIMS ST, TRUTH OR CONSEQUENCES, NM 87901
(575) 952-9417 | TORCCLERK@TORCNM.GOV

CRS # _____ New Business: ☐ Renewal: ☐

Name of Business: _____

(If applicable to your business) LLC or DBA: _____

Contact Person Name: _____ Contact Phone: _____

Contact Email: _____ Alternate # or Email: _____

Business Location:

Street _____ City _____ State _____ Zip _____

Mailing Address:

Street _____ City _____ State _____ Zip _____

If your business has more than one location, please fill out a *separate* business registration form for *each* location.

Select one: I will be renewing my business every year: ☐ **OR** This is a one-time, temporary business license: ☐

If you **will** be renewing yearly, how would you like a renewal reminder sent to you? Email: ☐ Mail: ☐

Category of Business: _____

Examples: Retail Sales, Food and Beverage, Manufacturing, Construction, Automotive, etc.

Description of Business: _____

Example: If you are in retail sales, please tell us what you sell. The more details, the better.

Will there be any visible storage, noise, dust, odors, noxious fumes, or other nuisances emitted from the premises?
Yes: ☐ No: ☐

Is this a Home Occupation? Yes: ☐ No: ☐ **-- If you answered no, please skip the rest of this section.**

If yes, is this an online business? Yes: ☐ No: ☐

If yes, will there be any type of vehicle traffic to and from the site resulting from this home occupation? Yes: ☐ No: ☐

Will there be a sign placed on the premises related to the home occupation? Yes: ☐ No: ☐

Applicant Signature: _____ Date: _____

PLEASE NOTE: A separate business registration application form should be completed for each business. Each registration must be renewed annually and will include a \$35 fee, processed upon approval. Planning & Zoning approval may take up to 5-10 business days for processing.

(This section for use by Planning & Zoning Staff ONLY)

Zoning Classification (Circle One): R-1 RR-1 R-2 R-3 C-1 M-1 T-1

Home Occupation Permit Classification (Circle One): Level 1 Level 2 Level 3

How to Complete the Business Registration Process

STEP 1

In order to start a new business in Truth or Consequences, you will need to complete the attached Business Registration Form. More copies of this form can be obtained from the City Clerk's Office or our website at <https://www.torcnm.gov/>. Please note that this form requires a New Mexico Tax ID number (also called a CRS, GRT, or BTIN number – this is NOT your EIN number). If you don't already have a CRS number, you can obtain one from the state of New Mexico at https://tap.state.nm.us/TAP/_/

STEP 2

Once you have completed the business registration form, please bring it to the City Clerk's Office at 505 Sims Street Truth or Consequences, NM 87901, or email it to them at torcclerk@torcnm.gov

Your registration will then be submitted to the designated Zoning Official and they will examine the zoning of the proposed business location, suitability of the proposed address for business use, notify neighbors if a home-based business is being proposed, etc.

For details on Planning & Zoning regulations, please visit our online code of ordinances at <https://library.municode.com/> search "Truth or Consequences" and click the drop down. For details on Home Occupation Permits, visit Section 11-5-4. You can also search by keyword or section number to find details on any of our codes. If you would like a printout of the relevant code sections, you may request one from the Clerk's Office at any time.

Once the registration form has been approved, the City Clerk's Office will contact you to come in and pay the \$35 business registration fee which is **Cash, Check, or Money Order only**. After payment, the Clerk's Office will process your business registration and issue you a Business License. Please note that business registrations are not pro-rated, and each registration expires on December 31st of each year, and they must be renewed annually to remain active.

What if my business moves to a new location?

Please notify the City Clerk's Office at 505 Sims St, Truth or Consequences, NM 87901. ***A new business registration form is required to be filled out with the updated information*** (The \$35 fee is not required for location changes). The City Clerk's Office will send it over to Planning & Zoning for approval (Receiving approval could take up to 5-10 business days). Once approved, the City Clerk's Office will issue your updated license.

How do I renew my business license?

Each year in December, the City Clerk's Office will send out a new business registration form and renewal notice to the registered address of the business. Please complete the new registration form and return it along with the \$35 registration fee (Cash, Check, or Money Order only) to the City Clerk's Office, 505 Sims Street, Truth or Consequences, NM, 87901 and they will process the renewal. If you have not renewed your business registration by March 15th, the registration will be considered delinquent, and is subject to a penalty charge.

If you have any questions on this process, please do not hesitate to reach out to the City Clerk's Office, they are happy to help make it as easy as possible!