



BUSINESS REGISTRATION APPLICATION

Community Development Department

VILLAGE OF LOS LUNAS

660 Main Street NW

Los Lunas, NM 87031

(505) 839-3842

INITIAL APPLICATION

1. BUSINESS NAME AND INFORMATION

Business Name _____

Doing Business As _____

Mailing Address *(if different from below)* _____ City _____ State _____ Zip _____

Business Location:

Physical location/office within Los Lunas

Address _____

Mobile *(Parking at various locations)*

Contractor

Business Phone _____

Business Email _____

NM State Tax ID# *(copy of certificate required)* _____

Board/License # *(copy of certificate required)* _____

Business Type:

Proprietorship / Sole Ownership

Corporation

LLC

Partnership

Not for Profit

Other _____

2. OWNER INFORMATION

Business Owner(s) _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____

Phone _____

3. CONTACT FOR LOCAL OPERATIONS*

*Must be an individual person or office, generally responsible for site operations.

Name(s) _____ Title _____

Address _____ city _____ state _____ zip _____

Email _____ Phone _____

4. BUSINESS ACTIVITIES

a) Description of Service Provided _____

b) Los Lunas Operations Start Date _____

c) Is this activity new for this location? Yes No N/A *If yes, what was the previous use?* _____

d) Will there be any reconstruction or improvements made to the building? Yes No N/A *If yes, other permits may be required.*

e) Are there any existing signs on the premises of your building? Yes No N/A

Do you intend to repair any existing signs or install any new ones? Yes No N/A *If yes, other permits may be required.*

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4. BUSINESS ACTIVITIES - CONT'D

f) Are there any vending machines in your establishment? Yes No N/A

If yes: How many vending machines? _____

How many music/amusement machines? _____

Please note: There will be a \$2.00 fee for each merchandise vending machine in your establishment and/or a \$5.00 fee music and amusement machines, which will be added to your registration fee each year.

g) Will your business be run out of your home? Yes No N/A

If yes, you will need to complete a Home Occupation Registration Application in addition to this application.

5. SUPPORTING DOCUMENTS*

Included (Required) NMBTIN CERTIFICATE (Note this is the state tax information and not the federal FEIN)

Included **Not Applicable** **HOME OCCUPATION APPLICATION**

Included **Not Applicable** **VILLAGE OF LOS LUNAS FIRE REVIEW**

Included **Not Applicable** **STATE OF NEW MEXICO BOARD LICENSE OR CERTIFICATE**

Included **Not Applicable** **FOOD PERMIT**

**Other documents may be required.*

6. SIGNATURE(S) OF AUTHORIZED APPLICANT(S)

I understand that my signature below indicates that all information contained on this application is true and complete.

Printed Name _____ Signature _____ Date _____

OFFICE USE ONLY

Permit #: _____ Received Date: _____ Zone: _____

APPROVED DENIED WITHDRAWN Reviewed By: _____ Date: _____

Notes

For Cashier's Use Only

FEE CALCULATION

BUSINESS REGISTRATION FEE	\$ 25.00
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VENDING MACHINE FEE	\$ 2.00 x	\$
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AMUSEMENT MACHINE FEE	\$ 5.00 x	\$
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TOTAL FEES	\$
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