



HOME OCCUPATION BUSINESS LICENSE REGISTRATION

OFFICE USE ONLY

Mail to:
City of Roswell
400 W. 2nd St.
P.O. Drawer 1838
Roswell, NM 88202-1838
Attn: Business License Clerk
Email: business.license@roswell-nm.gov

Phone 575-637-6208
New Registration and Renewals \$35.00
Checks payable to: City of Roswell
*20% Surcharge per Month for Late Renewals

AMT. PAID \$ _____
☐ CASH ☐ CREDIT _____
☐ CHECK # _____
DATE PAID _____
LIC. DATE _____
BUS. LIC. # _____

PLEASE CHECK THE STATUS 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.

Business Name: _____ Phone: _____

Business Location: _____ City: _____ State: _____ ZIP Code: _____

Mailing Address: _____ City: _____ State: _____ ZIP Code: _____

Type of Business (be specific): _____ Letter of Intent attached? ☐

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

Driver's Lic. No.: _____ State: _____ DOB: _____

Email: _____

I certify that above information is correct to the best of my knowledge and understand that the granting and continuance of this license is dependent upon me abiding by all regulations found in the Roswell City Code Chapter 7 and Appendix A.

Print Name: _____ Last 4 SSN: _____

Signature: _____ Date: _____

PROPERTY OWNER'S NOTARIZED SIGNATURE REQUIRED IF OTHER THAN APPLICANT

Property Owner's Signature: _____ Date: _____

State of New Mexico)
) ss.
County of Chaves)

Subscribed and sworn to before me this _____ day of _____, 20 _____

Notary Public: _____ My commission expires: _____

OFFICIAL USE ONLY

Approved or Not Approved by: _____ Date: _____

Notes/Comments: _____

Zoning District: _____ Minor Home Occupation Type: _____ Major Home Occupation Type: _____

Conditional Use Permit Case No.: _____ Date Approved: _____

Resitrictions Placed on Conditional Use: _____