



San Juan County
 Community Development
 213 South Oliver Drive
 Aztec, New Mexico 87410
 Phone: 505-334-4552
 Fax: 505-334-4561
businessreg@sjcounty.net

Initial Application

Renewal

BUSINESS REGISTRATION APPLICATION

Any person engaging in business within the unincorporated areas of the County must register their business annually (issued per calendar year). Any person failing to register or renew their business prior to March 1st will be charged a late fee of ten dollars (\$10.00). A Fire Inspection fee may also apply. Business Registrations are not transferable. Business Registration Ordinance #95 can be found on our website at www.sjcounty.net.

Owner/Business Information

Owner's Name	Business Name
Type of Business	Physical Address of Business
Mailing Address of Business	Business Phone Number(s)
Emergency or Cellular contact number(s)	E-mail Address
Combined Reporting System (C.R.S.) New Mexico Tax Identification Number	
What are the hours of operation?	Is the public invited to your place of business? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are hazardous materials stored or used in your business? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please attach an inventory/disclosure form.	

Signature

Option 1: Print application – sign then mail or hand deliver to above address; or scan and e-mail

It shall be unlawful for any applicant to knowingly provide any false, misleading or materially inaccurate information on this application. I hereby certify under penalty of perjury that the statements made herein are to the best of my knowledge, true, correct and complete.		
Applicant's Printed Name	Signature	Date

Option 2: File electronically

By clicking the box labeled "I Agree" and submitting this form electronically, I agree that the statements made herein are to the best of my knowledge, true, correct and complete, under penalty of perjury. <input type="checkbox"/> I Agree
--

For County Use Only

Fire Marshal's Signature	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	N/A <input type="checkbox"/>	Date
Community Development Administrator's Signature	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>		Date

Year: _____

Registration #: _____

Late fee: _____