



San Juan County  
 Community Development  
 213 South Oliver Drive  
 Aztec, New Mexico 87410  
 Phone: 505-334-4552  
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[businessreq@sjcounty.net](mailto:businessreq@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 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](http://www.sjcounty.net).

#### Owner/Business Information

Business Name	Owner's Name
Type of Business	Physical Address of Business, City, State, Zip Code
Mailing Address of Business, City, State, Zip Code	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? If yes, please attach an inventory/disclosure form.	Yes <input type="checkbox"/> No <input type="checkbox"/>

#### 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
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#### For County Use Only

Fire Marshal's Signature	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	N/A <input type="checkbox"/>	Date
	Fire Inspection	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Community Development Administrator's Signature	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>		Date

Year: 2019

Registration #: \_\_\_\_\_

Late fee: \_\_\_\_\_