



BUSINESS REGISTRATION APPLICATION PACKET

Cibola County Clerk's office
 700 E. Roosevelt Ave Suite 50
 Grants, NM 87020
 (505) 285-2535

Checklist

Submittals	Provided	Needed	NA
Business License Application completed and signed			
New Mexico CRS number — required on application			
New Mexico Occupational License or Professional License If applicable			
Food Establishment: New Mexico Food Permit — required on application Will require additional reviews			
Sale of Liquor: Contact the New Mexico State Alcohol & Gaming Division			
Childcare for four or fewer nonresident children in your own home: No state license required — may require other reviews			
Child care for more than four children (Home or other location): State License (CYFD) required, www.newmexicokids.org May require other reviews			
\$35 fee in cash or check:			
Other —			

Dear Applicant:

Thank you for your interest in doing business in Cibola County. Before filling out the attached application form, here are the answers to a few commonly asked questions:

1. Do I need a business license/registration?

County ordinances require that all businesses in the County that are required by the State to pay gross receipts taxes apply for either a business license or registration and renew it every year. The designation as either a license or registration depends on the type of business you have, but the application process is the same.

2. Are home businesses required to have a registration?

Yes, if they are required to pay gross receipt taxes on a business conducted in the County they need to have a registration.

3. Where do I obtain a tax identification number for paying gross receipts tax in New Mexico?

A tax identification number (CRS number) can be obtained from the State of New Mexico Taxation and Revenue Department at this link [NM Taxation & Revenue](#) or at the Joseph Montoya Building, 110 St. Francis Drive in Santa Fe on the corner of St. Francis and Cordova, (505-827-0832).

4. Do I need more than one registration if I do business at more than one location in the County?

In most cases, yes. Separate branches of the same business need separate registrations, but we will only require a single registration for vending machines, Billboards, or ATMs with multiple locations under a single ownership.

5. Do vendors, peddlers, and door to door solicitors and salespersons need to have a business registration?

Yes. Itinerant food vendors also need a food establishment permit from the State of New Mexico Environment Department at (their website) or by phone: (505) 827-1840. Consult with a planner in our department for further information.

6. What's the fee for a registration and how long does it take?

Registration Fee is \$35.00. The registration may take up to 7 business days in order to obtain all the required signatures.

7. How long is my license or registration good for?

A license or registration is good for one year. January through December. Please avoid penalties and late fees by promptly sending in your renewal fee.

8. Where can I find the complete set of County regulations governing registrations?

A copy of Ordinance 2019-002 governing registration is available in the County Clerk's office, or online at our County web site, <http://www.cibolacountynm.com/>

Please choose the code that closest suites your business
and place the number on the NAICS code section of the Business Registration Application.

**North American Industrial Classification Systems
(NAICS Codes)**

11 Agriculture, Forestry, Fishing & Hunting

- 111 Crop Production
- 112 Animal Production & Aquaculture
- 113 Forestry and Logging
- 114 Fishing, Hunting, and Trapping
- 115 Support Activities for Ag and Forestry

21 Mining, Quarrying, and Oil and Gas Extraction

- 211 Oil and Gas Extraction
- 212 Mining (except Oil & Gas)
- 213 Support Activities for Mining

22 Utilities

- 221 Utilities

23 Construction

- 236 Construction of Buildings
- 237 Heavy and Civil Engineering Construction
- 238 Specialty Trade Contractors

31-33 Manufacturing

- 313 Textile Mills
- 314 Fabric Mills
- 315 Apparel Manufacturing
- 316 Leather and Allied Product Manufacturing
- 321 Wood Product Manufacturing
- 322 Paper Manufacturing
- 323 Printing and Related Support Activities
- 324 Petroleum and Coal Products Mfg
- 325 Chemical Manufacturing
- 326 Plastics and Rubber Products Mfg
- 327 Nonmetallic Mineral Product Mfg
- 331 Primary Metal Manufacturing
- 332 Fabricated Metal Product Manufacturing
- 333 Machinery Manufacturing
- 334 Computer and Electronic Product Mfg
- 335 Electrical Equipment, Appliance & Component Mfg
- 336 Transportation Equipment Mfg Furniture and Related Product Mfg
- 339 Miscellaneous Mfg

42 Wholesale Trade

- 423 Merchant Wholesalers, Durable Goods
- 424 Merchant Wholesalers, Nondurable Goods
- 425 Wholesale Electronic Markets & Agents and Brokers

44-45 Retail Trade

- 441 Motor Vehicle and Parts Dealers
- 442 Furniture and Home Furnishings Stores
- 443 Electronics and Appliance Stores
- 444 Bldg Material & Garden Eqmpt & Supplies Dealers
- 445 Food and Beverage Stores
- 446 Health & Personal Care Stores
- 447 Gasoline Stations
- 448 Clothing and Clothing Accessories
- 451 Sporting Goods, Hobby, Musical Instrument & Book Stores
- 452 General Merchandise Stores
- 453 Miscellaneous Store Retailers
- 454 Non-store Retailers

48-49 Transportation and Warehousing

- 481 Air Transportation
- 482 Rail Transportation
- 483 Water Transportation
- 484 Truck Transportation
- 485 Transit & Ground Passenger Transp
- 486 Pipeline Transportation
- 487 Scenic and Sightseeing Transportation
- 488 Support Activities for Transportation
- 491 Postal Service
- 492 Couriers and Messengers
- 493 Warehousing and Storage

51 Information

- 511 Publishing Industries (Except Internet)
- 512 Motion Picture & Sound Recording Industries
- 515 Broadcasting (except internet)
- 517 Telecommunications
- 518 Data Processing, Hosting & Related Svcs
- 519 Other Information Services

52 Finance and Insurance

- 521 Monetary Authorities-Central Bank
- 522 Credit Intermediation & Related Activities
- 523 Securities, Commodities & Other Financial Investment Related Activities
- 524 Insurance Carriers and Related Activities
- 525 Funds, Trusts & Other Financial Vehicles

53 Real Estate & Rental & Leasing

- 531 Real Estate
- 532 Rental & Leasing Services
- 533 Lessors of Non-financial Intangible Assets (except Copyrighted Works)

54 Professional, Scientific & Technical Services

- 541 Professional, Scientific & Technical Svcs.

55 Management of Companies and Enterprises

- 551 Management Companies and Enterprises

56 Admin & Support & Waste Mgmt & Remed. Svcs

- 561 Administrative & Support Services
- 562 Waste Mgmt and Remed. Services

61 Educational Services

- 611 Educational Services

62 Health Care & Social Assistance

- 621 Ambulatory Health Care Services
- 622 Hospitals
- 623 Nursing & Residential Care Facilities
- 624 Social Assistance

71 Arts Entertainment & Recreation

- 711 Performing Arts, Spectator Sports & Related Industries
- 712 Museums, Historical Sites & Similar Inst.
- 713 Amusement, Gambling & Rec. Ind.

72 Accommodations & Food Services

- 721 Accommodation
- 722 Food Services & Drinking Places

81 Other Services (except Public Administrator)

- 811 Repair & Maintenance
- 812 Personal & Laundry Services
- 813 Religious, Grantmaking, Civic, Professional & Similar Organizations
- 814 Private Households

92 Public Administration

- 921 Executive, Legislative & Other Gen. Govt. Support
- 922 Justice, Public Order, and Safety Activities
- 923 Administration of Human Resource Programs
- 924 Admin of Environmental Quality
- 925 Admin of Hsng Prgms, Urban Planning & Community Development
- 926 Admin of Economic Programs
- 927 Space Research & Technology
- 928 National Security & International Affairs



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