

City Of Roswell Code Enforcement Department

421 N. Richardson / P.O. Box 1838 / Roswell, NM 88202-1838
Telephone (575) 637-6208 / Facsimile (575) 624-6818



Re: City of Roswell Home Occupation Business License Registration
Letter of Intent

Dear Business Owner:

The Business License Department has implemented a procedure for all Home Occupation Business License Registration renewals and new businesses. This procedure consists of attaching a letter of intent every year that you renew your business. This letter can be the same letter every year, but must have the current year's date. Please refer to the sample below as a guide in determining the contents of the letter, however please be **specific** as to what your business does.

To Whom it May Concern;

My business is* "Mary's Typing Service" with which I run a home office at the address of 123 ABC Street, Roswell, NM. My service consists of typing resumes, term papers, documents, etc.. This business services clients through phone calls, e-mail and mail. Any client contact is done strictly on a pick-up and delivery basis at their location. No clients come to my home office/residence location to conduct business. I have no outside storage or signs that indicate a business being operated at my home.

I understand that the granting and continuance of this license registration is dependent upon me abiding by all the regulations found in the Roswell Amended Zoning Ordinance # 10-02, Home Occupation

Thank you,

*fictitious business name used for example purposes only.

I understand that this addition to your renewal may pose an inconvenience for some businesses, however, it is a necessity due to some past misunderstandings by home occupation business owners. **IF YOU DO NOT TURN IN A LETTER OF INTENT WITH YOUR RENEWAL OR NEW APPLICATION, IT WILL PROLONG ISSUANCE OF YOUR LICENSE REGISTRATION.** If you have any questions or concerns, please do not hesitate to contact me at 421 N. Richardson Ave., Code Enforcement Department, or at (575) 637-6208.

Thank you for your cooperation,

Nikomi Bejarano

City Business License Clerk

**HOME OCCUPATION
BUSINESS LICENSE REGISTRATION**

CITY ZONING ORDINANCES #10-02/CITY ORDINANCES CHAPTER 7

Telephone (575) 637-6208

Facsimile (575) 624-6818

New Registration and Renewals

\$35.00

***20% Surcharge per Month**

For Late Renewals

Mail to:
CITY OF ROSWELL
421 N. Richardson
P.O. Drawer 1838
Roswell, NM 88202-1838
Attn: Business License Clerk

For Office Use Only	
AMT. PAID \$	_____
GCASH, GCREDIT _____ or	
GCHECK#	_____
DATE PAID	_____
LIC. DATE	_____

PLEASE CHECK THE ONE THAT APPLIES TO YOUR BUSINESS				
New Business G	New Owner G	Location Change G	Renewal G	Update or Change G

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 (check here) _____

Printed Name of Owner: _____ Phone other than above: _____

Driver's License #: _____ State _____ DOB _____ E-mail Address _____

NM State Tax ID# _____ - _____ - _____ NM State License # _____ Exp _____
(CRS Tax ID can be obtained at 400 N. Pennsylvania Ste 200) (If profession requires)

I certify that the foregoing 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 the regulations found in the Roswell City Code Chapter 7 and Zoning Ordinance No. 10-02.

Applicant's Signature: _____ SSN#: _____ - _____ - _____ Date: _____

<u>PROPERTY OWNER'S NOTARIZED SIGNATURE REQUIRED IF OTHER THAN APPLICANT</u>	
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 _____

Restrictions Placed on Conditional Use _____

City of Roswell
Code Enforcement Office
Business License Department
575-637-6208(telephone) 575-624-6818 (facsimile)

BUSINESS LICENSE REGISTRATION RENEWAL

It is time to renew your business license registration. To conduct business in Roswell, the City Zoning Ordinances #10-02/City Ordinances Chapter 7 states that each business will obtain a City of Roswell business registration each year. If you have questions regarding this ordinance, please call Code Enforcement at (575) 624-6700 Ext. 253.

Address label here

Please return the completed application with all information requested and the \$35.00 application fee enclosed (See Other Side). If your profession requires State of New Mexico Certification, you are required to provide a copy. Failure to complete the application in its entirety and add letter of intent will result in the application being returned to you for completion. This could result in a possible surcharge. Please note that this application is an archival file and must be filled out each year of renewal.

As a reminder, please be aware that there is a staggered business registration period by quarter. The renewal dates are on the last day of the months of March, June, September, and December (of every year).

- (a) Those businesses whose first letter (exclusive of a, an & the) starts with A through C, numbers, computer codes, etc. license is due on March 31.
- (b) Those businesses whose first letter (exclusive of a, an & the) starts with D through K is due on June 30.
- (c) Those businesses whose first letter (exclusive of a, an & the) starts with L through R is due on September 30.
- (d) Those businesses whose first letter (exclusive of a, an & the) starts with S through Z is due on December 31.
- (e) If the last day of the month falls on a weekend or a holiday recognized by the City of Roswell, the due date will be the next working day following that weekend or holiday.

If any person fails to obtain the appropriate registration or license pursuant to the terms of this ordinance, or fails to renew such registration or license before the expiration date of the month of renewal, such person shall pay a surcharge in the amount of twenty percent (20%) of the license or registration fee for each month after the payment is late. A grace period (in which no late fee will be due and payable) of fourteen (14) calendar days following the last day of the month the license is to be renewed, is allowed. In no event shall the total surcharge exceed the cost of the registration or license fee. Further steps to ensure proper registration may include Municipal Court Proceedings.

If you are no longer doing business, please call my office so I can update your file, which could save your business any accumulated surcharges.

Thank you for your prompt response,

Nikomi "Nikki" Bejarano

City of Roswell
Business License Clerk
Ph:575-637-6208
Fax:575-624-6818