

TO OBTAIN A BUSINESS REGISTRATION

1. Pursuant to Chapter 5.04.050 of the Hobbs Municipal Code, all persons proposing to engage in business within the municipal limits of the City shall apply for and pay a business registration fee for each outlet, branch or location within the municipal limits of the City prior to engaging in business.
2. It is the responsibility of the business owner or tenant to comply with all City, State and Federal Codes and Regulations. If you are changing the use of an existing building, it is your responsibility to comply with all codes for the new use of the building. Please contact the City of Hobbs Code Enforcement at 391-8158 for further information on code compliance issues.
3. Before a business registration can be issued, the application must be approved by the Fire Marshall and Building Inspection. Once you have received their approval, the business must apply for and obtain a New Mexico State Business Tax Identification Number. This form must be completed and either mailed to the Taxation and Revenue Department or faxed to (575)624-6070. If the form is faxed, wait approximately 1 hour and then call (575) 393-0163 to receive your tax number. **DO NOT** mail the form if it was faxed. Once your tax number has been issued, you will receive a confirmation packet in the mail from the State of New Mexico.
4. Please submit the completed application with all signatures of approval to the Clerk's Office, pay the registration fee of \$25.00 and present proof of your New Mexico State Tax Identification Number to the City Clerk's Office, 200 East Broadway, Hobbs, New Mexico, 88240.
5. The business registration is renewable annually at a fee of \$25.00 and must be paid prior to January 31 of each year. After that date, a late fee of \$10.00 is imposed.
6. Penalties for failure to obtain a business registration or pay the annual business registration renewal are provided in Chapter 5.04.110 of the Hobbs Municipal Code.

For further information, please contact the City Clerk's Office at (575) 397-9200.