

# City of Hobbs

## - BUSINESS INSPECTION CHECKLIST -

**\*\*Complete this form first. It must be approved prior to issuance of Business Registration.\*\***

### CITY CLERK'S OFFICE

200 E. Broadway  
Office: (575) 397-9200

### BUILDING & FIRE MARSHAL

200 E. Broadway  
Office: (575) 391-8160

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Business Location: \_\_\_\_\_

Property Owner/Landlord: \_\_\_\_\_

Property Owner/Landlord Address: \_\_\_\_\_

Property Owner/Landlord Phone: \_\_\_\_\_

**New Building:** Yes \_\_\_ No \_\_\_      **Utilities On:** Yes \_\_\_ No \_\_\_      **Restrooms:** Yes \_\_\_ No \_\_\_

**Building Permit Issued:** Yes \_\_\_ No \_\_\_      Permit # \_\_\_\_\_      **Certificate of Occupancy:** Yes \_\_\_ No \_\_\_

**Type of Business:** Office \_\_\_ Retail \_\_\_ Restaurant \_\_\_ Day Care \_\_\_ Auto Repair \_\_\_ Barber Shop \_\_\_  
Hair Salon \_\_\_ Tattoo \_\_\_ Construction \_\_\_ Oilfield \_\_\_ Tobacco \_\_\_ Cannabis \_\_\_  
Home-Based Business \_\_\_ Online \_\_\_ Other: \_\_\_\_\_

NM Contractor License # \_\_\_\_\_

Will any customers be going to the business location?: Yes \_\_\_ No \_\_\_

Will there be any business equipment, big trucks or chemicals stored at this address?: Yes \_\_\_ No \_\_\_

If yes, please describe: \_\_\_\_\_

What is the service of the business?: \_\_\_\_\_

### APPROVAL OF APPLICATION FOR OFFICIAL USE ONLY:

Building Official Approval      Yes: \_\_\_\_\_ No: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Site Inspection Performed      Yes: \_\_\_\_\_ No: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Dept. Approval      Yes: \_\_\_\_\_ No: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Site Inspection Performed      Yes: \_\_\_\_\_ No: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

**If Denied, Reason** \_\_\_\_\_

Called Customer for Pickup      Yes: \_\_\_\_\_ No: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_