

Wesley Hooper

Community & Administrative Services Director



Steven McCroskey

Assistant Community Services Director

Community Services

101 W. Greene Street
Carlsbad, NM 88220
575-887-9511

BUSINESS LICENSING APPLICATION

Any person engaging in business within the unincorporated areas of Eddy County must register their business annually with applications being taken 30 days prior to the previous year's expiration date.

- A Fire Inspection fee may also apply.
 - Any person failing to license their business within 30 of the expiration of a previously issued License will be charged a late fee as determined by the Board of Commissioners
 - Business Licenses are not transferable.
 - Allow 2 weeks for processing and inspections prior to receipt of registration approval
- Eddy County Business Licensing Ordinance O-21-108 can be found on our website at www.eddycounty.org.

NEW APPLICATION

RENEWAL APPLICATION

Type of Registration:
(Choose one per application)

Cannabis***

Junkyard/Recycler***

RV Park/Work Force Camp***

General Business License

Owner/Business Information

Business Name	Owner Name
Type of Business	Business Physical Address
Mailing Address	Business Phone Number
Emergency Contact Number	E-mail Address
Hours of Operation	Is the Public invited into the place of Business? YES NO
New Mexico Tax Identification Number (BTIN)	
Are hazardous materials (including organics) stored or used in your business?	YES NO

If you are applying to the State of NM for Licensure and require a "Letter of Zoning Approval" or other letter of Eddy County Approval, please provide the reason for the letter below:
 (ex: Tobacco License, Alchohol License, Vehicle Sales Lot, etc.)

Please describe the type of business (describe what services are offered):

SIGNATURE PAGE:

OPTION 1: Print application – sign – return to Community Services Department		
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.		
Print Applicant Name	Applicant Signature	Date

FOR EDDY COUNTY USE ONLY

DATE

Fire Marshal's Signature/Requirements		
Code Enforcement Officer's Signature	Approved	Denied
	Inspection Required:	YES NO
Community Development Director's Signature	Approved	Denied
	Inspection Required:	YES NO
<u>Year:</u>	<u>Registration #:</u>	<u>Fee:</u>

***Additional documentation required for License/Permit – see related check list