

FIRST THINGS FIRST

It can be intimidating starting your own business from scratch.

Here is a list of business requirements to help you get started.

- 1. Register With The Secretary Of State at:**

<https://enterprise.sos.nm.gov/>

- 2. Apply for your Employer Identification Number (EIN)**

You can apply here on line:

<https://www.irs.gov/charities-non-profits/employer-identification-number>

- 3. Register with NM Tax and Rev to pay Gross Receipts, Employee With holdings, CRS #**

https://tap.state.nm.us/TAP/_/

- 4. Contact City of Alamogordo Apply for “New Business Application”:**

<https://ci.alamogordo.nm.us/151/Business-Registrations-Licenses-Permits>

- 5. Contact Planning and Zoning and fill out the “Business Information Prerequisite Form:**

<https://ci.alamogordo.nm.us/162/Planning-Zoning>

- 6. Fill out the top portion only and submit via email to:**

pnz@ci.alamogordo.nm.us

- 7. After you receive the form back then call or email Fire Dept once P&Z has approved it: 575-439-4298 or 575-439-4119**

afd@ci.alamogordo.nm.org

- 8. Wait for the Fire Dept. to contact you to schedule an appointment**