

Starting Your Business

In Silver City, NM

Because each business is unique and application requirements differ, please contact staff in the Code Enforcement Division of the Community Development Department in the Town Hall Annex at 1203 N. Hudson Street between the hours of 11-12 in the morning and 2-3 in the afternoon to discuss your business. You may also contact staff by calling (575) 534-6348.



General Steps for Business Approval

1. Apply for a New Mexico State Tax ID Number (CRS#)

In order to apply for a business registration, permit, or license you need a tax identification number (CRS#) that is provided by the NM Taxation and Revenue Department. The nearest office of this Department is in Las Cruces. The telephone number for the Las Cruces office is (575)524-6225. You may also secure a tax identification number online at www.tax.newmexico.gov.

As a service to the business community, applications for a tax identification number are available as well at the Silver City Community Development Department, which is located in the Town Hall Annex building.

This department will also issue a tax identification number on behalf of the NM Taxation and Revenue Department upon receipt of a completed application. To accept a completed application, the Town will require a government-issued photo id as proof of identification. Please note that the Community Development Department does not give tax advice on how to complete the CRS forms.

2. Pick up the Correct Business Application

Business Applications are available at the Silver City Community Development Department. These applications are also available on the Town's website at www.townofsilvercity.org. To determine what kind of Business Application you will need, see the attached list: Types of Business Applications.

3. Complete the Business Application

After filling out the business application, you will need to identify yourself with a current government-issued photo I.D. and provide any copies of certificates required by the State of New Mexico to conduct your business, and any other pertinent documents. Carnivals, for example, are required to have a Certificate of Insurance. If you are claiming tax-exempt status as a non-profit business, you must submit documentation of 501c3 approval by the N.M. State Taxation and Revenue Department or the U.S. Internal Revenue Service.



4. Submit the Business Application

Business Applications and the accompanying documents may be submitted in person to the Silver City Community Development Department.

Complete applications may also be submitted by mail to:
Code Enforcement Division
Community Development Department
Town of Silver City
P.O. Box 1188
Silver City, NM 88062

When applications are mailed, the signature of the business owner must be notarized and copies of a government issued photo ID as well as the other documents mentioned above must be enclosed as well.

Fees for reviewing business applications and permitting businesses vary according to the type of business proposed and range from \$35 per year to \$100 per 90 consecutive days. Fees are due after all pertinent certificates have been received, inspections have been performed, and the application has been reviewed for approval.

5. Provide a Site Plan

Typically staff of the Silver City Community Development Department will require you to provide a site plan of your business location to ensure that the business complies with the standards of the Silver City Land Use Code. The plan should show the footprint of the building, the means of access from a public street, vehicular circulation on the site, and the location and amount of parking. Dimensions for all of these features should be denoted.

6. Provide Property Owner Authorization

If you do not own the property where you wish to conduct your future business, you will need to include with your application a letter from the property owner authorizing you to conduct your business on his or her property or a copy of your lease for the property authorizing a business use.

7. Apply for a Fire Inspection

The Silver City Fire Marshal requires a fire inspection for most business and event locations before a business application can be approved. Inspection fees start at \$25 and vary according to the size of the business location and additional conditions identified by the Fire Marshal. The office of the Fire Marshall is also located in the Town Hall Annex.

8. Apply for a Sign Permit

If you intend to post a sign advertising your business, you will need to apply for a sign permit at the Community Development Department. The fee for reviewing a sign permit varies and begins at \$25, and is due before the permit can be approved.