

# CITY OF GALLUP

## BUSINESS LICENSE & REGISTRATION APPLICATION

**OFFICE OF THE CITY CLERK  
P.O. Box 1270  
110 WEST AZTEC AVENUE  
GALLUP, NEW MEXICO 87305  
T. (505) 863-1254 F. (505) 722-5132**

[illegible]

**CITY OF GALLUP  
BUSINESS LICENSE & REGISTRATION CHECK LIST**

OFFICE OF THE CITY CLERK  
P. O. BOX 1270  
110 WEST AZTEC AVENUE  
GALLUP, NEW MEXICO 87305  
(505) 863-1254

APPLICANT: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

**OBTAIN THE SIGNATURES OF THE FOLLOWING OFFICIALS IN THE ORDER SHOWN**

\* **FIRST:** Check with the Planning Department (863-1240) for:

Correct Zoning: \_\_\_\_\_ Type of Land Use: \_\_\_\_\_

City Planner: \_\_\_\_\_ Date: \_\_\_\_\_

\* **SECOND:** Check with the Gallup Fire Department (722-4195 or 726-5448) for:

A. City Fire Codes B. Any Other Requirements

Fire Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

\* **THIRD:** If applicable, check with the N.M. Environment Department (722-4160):

A. Health Inspection B. Any Other Requirements

Environmental Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

\* **FOURTH:** Check with the Planning Department (863-1240) for:

A. Occupancy Permit B. Any Building Permit Requirements

**ALL HOME BASED BUSINESSES WILL BE REQUIRED TO OBTAIN A HOME OCCUPATION PERMIT - \$25.00**

**ALL BUSINESSES MUST APPLY FOR A SIGN PERMIT PRIOR TO INSTALLING ANY SIGNAGE**

**Check with the Building Inspector: 726-6109 or Development Review Coordinator: 863-1310)**

Building & Zoning Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

**OTHER IMPORTANT NUMBERS YOU MAY NEED:**

Small Business Dev. Center: 722-2220  
Century Link: (800) 603-6000  
New Mexico Gas Company: (888) 664-2726

NM Taxation & Revenue Dept. (Albq. Ofc.): (505) 841-6200  
City Utilities Dept. - Customer Services: 863-1201  
City Solid Waste Dept.: 863-1212