

# APPLICATION FOR HOME OCCUPATION BUSINESS



Taos County Planning Department  
105 Albright Street Suite H  
Taos, New Mexico 87571  
Phone: (575)737-6440

PERMIT FEE: \$50.00

Date: \_\_\_\_\_

Permit Number \_\_\_\_\_

## Section I

Property Owner: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Owner Number: \_\_\_\_\_ Acreage: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Applicant Email: \_\_\_\_\_

## Section II

Name of Home Occupation Business: \_\_\_\_\_

Doing Business As (DBA), if applicable: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Description of Home Occupation Business: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Description of Employee Activity: \_\_\_\_\_

Hours of Operation Per Day: \_\_\_\_\_ Days of Operation per Week: \_\_\_\_\_

Will there be clients visiting the property? (Y/N) \_\_\_\_\_ Estimated Client Visits Per Week: \_\_\_\_\_

Gross Floor Area of Home Occupation: \_\_\_\_\_ Square Feet

Gross Floor Area of Office Occupation: \_\_\_\_\_ Square Feet

Site Description: \_\_\_\_\_

Adjacent Land Use(s): \_\_\_\_\_

How many vehicles associated with the Home Occupation will be stored on the property? \_\_\_\_\_

Type of Equipment/Vehicle	Number of Equipment/Vehicle	Storage Location
_____	_____	_____
_____	_____	_____

**SUBMITTAL CERTIFICATION**

I hereby certify that I have read and examined the information contained on this application and know the same to be true and correct. All provisions of the Taos County Land Regulations will be complied with whether specified herein or not. I understand that failure to include the minimum submittals as referenced in the Home Occupation Checklist may result in the delay or rejection of this application.

I also acknowledge that if a Permit is issued pursuant to this application, the terms and conditions of the Permit shall be based on the information I have provided. Changes in the use of the Permitted activities that are not consistent with the terms and conditions of the Permit or this application may be considered a violation of this Permit, and may result in the revocation of my Home Occupation Permit and its associated Taos County Business License.

\_\_\_\_\_  
Print Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Property Owner Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Property Owner Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Application Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved

Denied

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## HOME OCCUPATION RESIDENTIAL ZONING CLEARANCE CHECKLIST

The following submittals are required to receive a Home Occupation Residential Zoning Clearance Permit from Taos County. Incomplete or inadequate submittals will result in a delay or rejection of the request for a Home Occupation Residential Zoning Clearance Permit. Please contact Taos County Planning Department staff with questions regarding the submittals required herein.

- Current Copy of Property Assessment (Copy can be obtained from Taos County Assessor's Office 575-737-6360).
- Site plan - Site plan shall depict a north arrow, property lines, all existing structures, no more than 2 parking spaces associated with the Home Occupation, driveways, name of access road, dimensions of structures, locations of water courses and other applicable standard requirements. **NOTE: The site plan does not have to be to scale, but it must be an accurate description of your proposal.** See example on page 6.
- Rural Addressing Application - please fill out and email to [rural.addressing@taoscountynm.gov](mailto:rural.addressing@taoscountynm.gov). Let the Rural Addressing Division know what type of business you are applying for. A site plan and property assessment or notice of valuation for the property must also be attached to your email. Once these forms have been accepted and reviewed someone will email you the rural address verification documents which must be included with your submittal package. (Addressing Division 575-737-6445)
- Completed Application for Home Occupation Business. **NOTE: All property owners listed on the recorded deed must sign and date the application.**
- Proof of Residency - Proof that person proposing to conduct Home Occupation resides at the site of the proposed Home Occupation. (ex: deed, rental agreement, voter registration, driver's license, utility bill with physical address).
- Completed Taos County Business Registration Application.
- A copy of a State of New Mexico Taxation and Revenue Department Registration Certificate showing the Identification Number. The business location must match the verified rural address from Taos County Rural Addressing Technician.  
<https://www.tax.newmexico.gov/Online-Services/>
- Proof of up-to-date payment of Property Taxes (Treasurer's Office: 575-737-6340) and Solid Waste fees (Solid Waste Office: 575-737-6337). Statements are required from each office.
- Floor plan to include square footage; identify room(s) used for the home occupation business, and other applicable standard requirements.
- Copy of recorded deed. (Clerk's Office: 575-737-6380)

- If LLC or Incorporated, provide the Articles of Organization from the New Mexico Secretary of State (<https://portal.sos.state.nm.us/BFS/online/CorporationBusinessSearch>) and/or Operating Agreement to demonstrate that applicant has signing authority for the entity.
  - A Fire Inspection report will be required for all Short-Term Rentals and may be required for other proposed businesses.
  - If a sign will be placed at the Home Occupation Residence, the agent must apply for a sign permit prior to erecting a sign.
  - Short term rentals and businesses operating at night must comply with current Taos County Dark Skies Protection Ordinance No. 2006-9, as amended. Proof of compliance in the form of pictures of outdoor lighting fixtures on all structures is required.
  - Additional documents may be required based on the type of business proposed.
  - If there are any outstanding zoning or building code violations on the property where the Home Occupation Business is proposed, all violations must be addressed with the Taos County Planning Department prior to the approval of a Home Occupation Permit and the issuance of a Taos County Business License.
- 

F.R. Bob Romero  
Miguel Romer Jr.  
Darlene Vigil  
AnJanette Brush  
Ronald Mascarenas  
  
Brent Jaramillo

District I  
District II  
District III  
District IV  
District V  
  
County Manager



RURAL ADDRESSING  
PLANNING DEPARTMENT  
105 Albright Street, Suite H  
Taos, NM 87571  
Office: (575) 737-6440  
[rural.addressing@taoscountynm.gov](mailto:rural.addressing@taoscountynm.gov)

**Clear All Data!**

**REVIEW FEE \$10.00 ADDRESSING FEE \$35.00**

## RURAL ADDRESSAPPLICATION

**THIS INFORMATION IS NECESSARY TO OBTAIN TELEPHONE AND POWER SERVICE.  
THE INFORMATION IS USED BY EMERGENCY RESPONSE PERSONNEL VIA THE TAOS  
COUNTY E-911 SYSTEM.**

**PROPERTY CODE NUMBER \_\_\_\_\_ OWNER NUMBER \_\_\_\_\_**

**CURRENT PHONE NUMBER (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_**

**NAME \_\_\_\_\_**  
(Last) (First) (Initial)

\_\_\_\_\_  
(Last) (First) (Initial)

### CURRENT MAILING ADDRESS:

\_\_\_\_\_  
(Street) (P.O. Box)

\_\_\_\_\_  
(City) (State) (Zip)

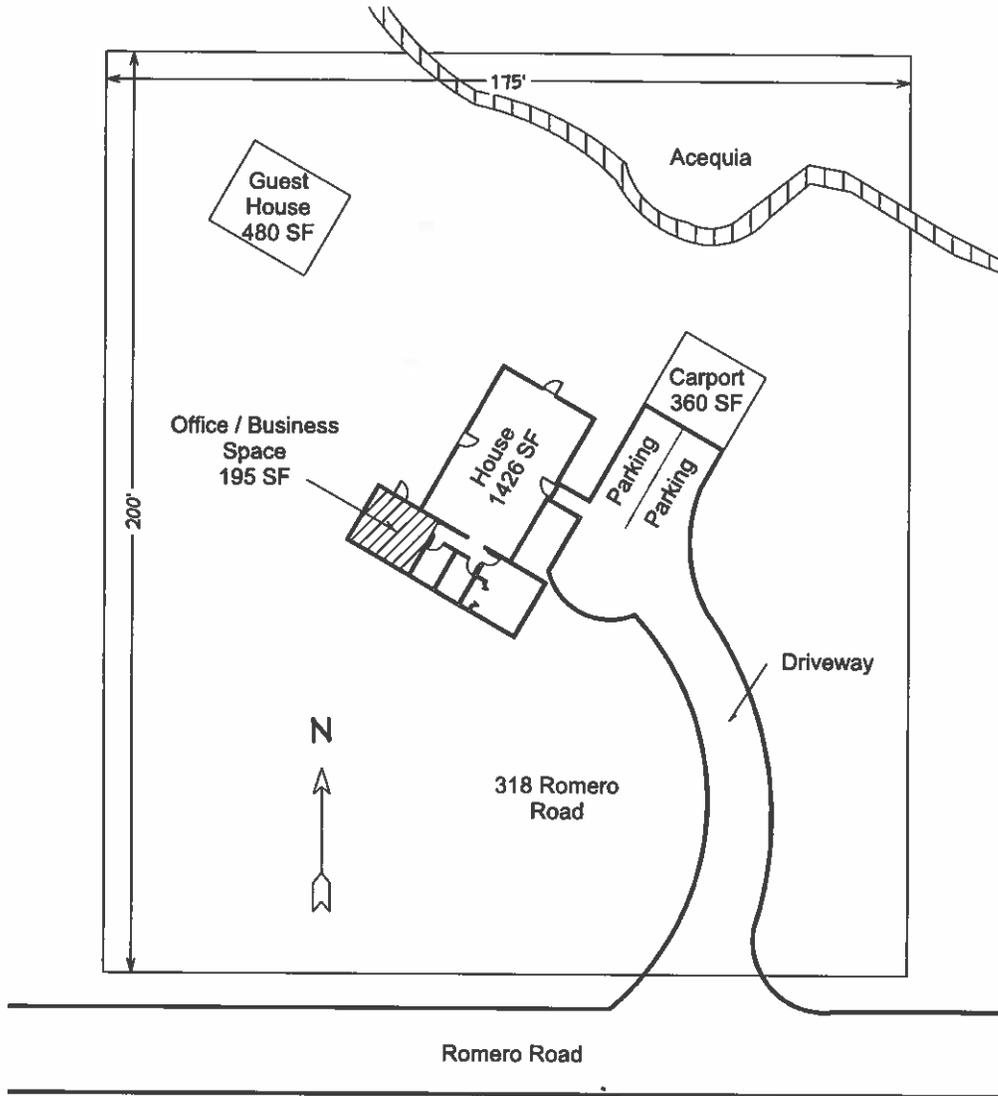
In order to properly process your request, a staff person will determine your address based on the road's official name in the E-911 database adjacent existing house numbers, and/or other relevant data, and the driveway's distance from the beginning of the road. (For example: 1.5 miles will be #150; 0.8 miles is #80.) All odd numbers will be assigned to one side of the road and all even numbers to the other. Please describe how we will find your driveway. (Begin with the closest named road.) Please use back of sheet or separate sheet of paper to draw a sketch if needed. If there is an existing address please provide it below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## OFFICE USE ONLY

	NUMBER	UNIT TYPE	UNIT	ZIP CODE
NEW ADDRESS \$35	<input type="checkbox"/>			
VERIFICATION \$10	<input type="checkbox"/>			
	ROAD NAME		LOCAL COMM	
	WUI Y/N ESN	SIGNATURE	DATE	

# Site Plan Example



# Floor Plan Example

