



Resource Guide to Starting a Business in Rio Rancho, New Mexico

*A Publication of the Rio Rancho Economic Development Corporation
Connecting Business to the Future
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Table of Contents

	Page
1.0 Introduction.....	1
2.0 Professional Advisors	1
3.0 Legal Forms of Business.....	2
4.0 Forming the Legal Entity	2
4.1 Reservation of Corporate Name	
4.2 Corporation / Limited Liability Company	
4.2.1 Corporation	
4.2.2 Limited Liability Company	
4.3 Limited Partnership / Limited Liability Partnership	
4.3.1 Limited Partnership	
4.3.2 Limited Liability Partnership	
5.0 New Mexico Combined Reporting System Number	5
6.0 Department of Labor ES - 802 Status Report	6
6.1 Unemployment Insurance	
6.2 Labor Posters	
7.0 City of Rio Rancho Business License.....	7
8.0 Federal Employer Identification Number	8
9.0 Workers' Compensation Administration	8
9.1 Workers' Compensation	
9.2 Occupational Health and Safety Bureau	
10.0 Food Service Establishments / Liquor License.....	9
10.1 Food Service Establishment	
10.2 Liquor License / Server Training	
11.0 Insurance Options	10
12.0 New Mexico Licensing and Regulation Department.....	11
13.0 New Mexico Trademark / Servicemark Registration	12

14.0 US Patent and Trademark Office	12
14.1 Patents	
14.2 Trademarks	
14.3 Copyrights	
15.0 Commercial Building Permits.....	13
15.1 Development Review Committee	
15.2 Water and Waste Water Information Request Form	
15.3 Impact Fees	
16.0 Environmental Permitting.....	15
17.0 Doing Business with the City of Rio Rancho	15
18.0 RREDC Services.....	16
19.0 Investor Directory	17
20.0 Disclaimer	20
Sources	21

Disclaimer

This Resource Guide to Establishing a Business was prepared by the RREDC to help aspiring entrepreneurs and prospective businesses access information on the rules and regulations associated with establishing a business in the City of Rio Rancho, New Mexico. Due to the complexities and number of various types of businesses, legal forms and objectives of owners, the Guide cannot serve as the sole source of information. Readers are cautioned to seek and utilize the services of competent professional advisors, such as accountants, tax specialists, engineers and attorneys, etc. The information contained in this Guide has been obtained from sources deemed reliable, however, no guarantees or warranties of the information and its suitability for any purpose is provided. Assembled: December 06.

1.0 Introduction

The Rio Rancho Economic Development Corporation (RREDC) has prepared this Resource Guide to Establishing a Business in Rio Rancho (Guide) as an aide to assist entrepreneurs and businesses expanding, relocating or consolidating in the City of Rio Rancho, New Mexico. The RREDC is a private, not-for-profit economic development corporation established to help strengthen and diversify the economic base of Rio Rancho and Sandoval County, New Mexico. The RREDC provides a comprehensive array of directly-related free and confidential services, such as site location and incentive program identification and application support. The RREDC's services are listed in Section No. 18.

2.0 Professional Advisors

This Guide is not intended to replace competent advice typically received from professional advisors with extensive experience establishing new businesses in New Mexico. The RREDC encourages readers to consult with professionals from accounting, tax, legal and other pertinent areas prior to forming and operating the proposed business in New Mexico.

In addition to seeking counsel from professional advisors, the New Mexico Small Business Development Centers and US Small Business Administration services might be of assistance. The addresses and websites of these organizations are provided below.

- **New Mexico Small Business Development Centers (SBDC)**
The SBDC serving the City of Rio Rancho is the Sandoval County SBDC. The SBDC's Rio Rancho office is located at 4001 Southern Blvd. NE, Rio Rancho New Mexico, 87124. Telephone: (505) 892-1533. Facsimile: (505) 892-6157. The SBDC's website can be accessed via <http://www.nmsbdc.org/sandoval>.
- **The US Small Business Administration (SBA)**
The SBA District Office serving the City of Rio Rancho is the Albuquerque District Office, which is located at 625 Silver SW, Suite #320, Albuquerque, New Mexico, 87102. Telephone: (505) 248-8225. Facsimile: (505) 248-8246. The SBA's website can be accessed via <http://www.sba.gov/>.

The RREDC's investors also provide a variety of development related services. Their firm names, contact information, and areas of expertise are presented in Section No. 19.

3.0 Legal Forms of Business

New Mexico offers prospective businesses many options to consider for their legal form. Among the options are sole proprietorship, partnership, limited liability company, and corporation. The RREDC strongly recommends that entrepreneurs seek out and carefully consider advice from competent advisors about the most advantageous legal form of business for the proposed operations. Areas to review include, but are not limited to, ease of formation, reporting requirements, access to capital, cost to establish and operate, limitation of liability and tax treatment.

A brief overview of the advantages and disadvantages of various forms of business organization are provided by the SBA and Internal Revenue Service (IRS) on their respective websites.

- **US Small Business Administration**
For additional information, refer to the SBA publication *Selecting the Legal Structure for Your Business* available for download at <http://www.sba.gov/library/pubs/mp-25.pdf>.
- **Internal Revenue Service**
The IRS District Office is located at 5338 Montgomery Blvd. NE, Albuquerque, New Mexico, 87109. Telephone: (505) 837-5505. Telephone: (505) 837-5505 or (877) 777-4778. For information on the tax considerations associated with the legal forms of business organization, refer to IRS publications located at <http://www.irs.gov/businesses/small/>.

Once the decision has been made regarding the legal structure of the business, the next step is to review and complete the applications, registrations and other permits, etc. that are necessary to establish and operate the business. The following sections of the Guide discuss many of these issues. Whenever possible, applicable agency addresses and websites have been identified.

4.0 Forming the Legal Entity

The process for establishing a Rio Rancho business varies by the legal form of the proposed business. The RREDC recommends that advice from competent advisors be obtained prior to completing associated forms, submitting applications and paying corresponding fees.

The following section identifies the applicable New Mexico agencies and location information for Partnerships, Limited Liability Companies, and Corporations.

4.1 Reservation of Corporate Name

Prospective businesses wishing to register their proposed corporate name with the New Mexico Public Regulation Commission (NMPRC) may do so by filing the Application for Reservation of Corporate Name. The fee for the Application is twenty-five dollars (\$25.00) and if approved, the name is reserved for one hundred twenty days (120).

- See NMPRC free publication *Requirements for Reservation of Corporate Name (53-11-7 NMSA 1978)* available for download at <http://www.nmprc.state.nm.us/corporations/corpshome.htm>.

4.2 Corporation / Limited Liability Company

Corporations (domestic and foreign) and limited liability companies (domestic and foreign) are registered with the Corporations Bureau at the NMPRC.

4.2.1 Corporation

- See NMPRC free publication *Requirements for Incorporating a New Mexico Corporation for Profit (53-12-1 to 53-12-6 NMSA 1978)* available for download at <http://www.nmprc.state.nm.us/corporations/corpshome.htm>.
- See NMPRC free publication *Requirements to Qualify a Foreign Profit Corporation (53-17-5 to 15-17-6 NMSA 1978)* available for download at <http://www.nmprc.state.nm.us/corporations/corpshome.htm>.

4.2.2 Limited Liability Company

- See NMPRC free publication *Organizing a New Mexico Limited Liability Company (53-19-7 to 53-19-10 NMSA 1978)* available for download at <http://www.nmprc.state.nm.us/corporations/corpshome.htm>.
- See NMPRC free publication *Requirements for Registering a Foreign Limited Liability Company (53-19-47 to 53-19-56 NMSA 1978)* available for download at <http://www.nmprc.state.nm.us/corporations/corpshome.htm>.

Rio Rancho and Sandoval County are Part of NMPRC District 4.

The NMPRC is located in Santa Fe at the PERA Building, 1120 Paseo De Peralta, P.O. Box 1269, Santa Fe, New Mexico, 87501. Telephone: (800) 947-4722 (New Mexico Residents Only), (505) 827-4502 and (505) 827-4508. Facsimile: (505) 827-4387. The NMPRC's website can be accessed via www.nmprc.state.nm.us/cb.htm.

4.3 Limited Partnership / Limited Liability Partnership

Businesses wishing to locate operations in the City of Rio Rancho and operate as a New Mexico Limited Partnership, Foreign Limited Partnership, New Mexico Limited Liability Partnership or Foreign Limited Liability Partnership must register with the New Mexico Secretary of State's Office.

4.3.1 Limited Partnership

- For requirements for Registration as a New Mexico Limited Partnership, please refer to Section 54-2-1 through 54-2-48 NMSA, 1978 compilation (1995 cum. Supp.).
- For requirements for Registration as a Foreign Limited Partnership, please refer to Section 54-2-49 through 54-2-61 NMSA, 1978 compilation.

4.3.2 Limited Liability Partnership

- For requirements for Registration as a New Mexico Limited Liability Partnership, please refer to Section 54-1A-101 through 54-1A-1206 NMSA, 1978 compilation.
- For requirements for Registration as a Foreign Limited Liability Partnership, please refer to Section 54-1A-101 through 54-1A-1206 NMSA, 1978 compilation.

The Office of the Secretary of State, Operations Division is located at 325 Don Gaspar, Suite 300, Santa Fe, New Mexico, 87503. Telephone: (505) 827-3600 or toll free at (800) 477-3632. Facsimile: (505) 827-3634. The Secretary of State's website can be accessed via <http://www.sos.state.nm.us/part.htm> and provides instructions for applying to register the types of partnerships described above.

5.0 New Mexico Combined Reporting System (CRS) Number

Every business operating in New Mexico must register with the New Mexico Taxation and Revenue Department (NMTRD) and obtain a Combined Reporting System number. The CRS number serves as your New Mexico tax identification number and is used to report New Mexico major business taxes, such as:

- Gross Receipts Tax
- Compensating Tax
- Withholding Tax

To obtain a CRS identification number, complete and submit the Application for Business Tax Identification Number (ACD-31015) available for download at <http://www.state.nm.us/tax/forms/year99/crsforms.htm>. There is no charge to register the Application. The Taxation and Revenue Department is located at Taxation and Revenue Department, First Security Bank Building, 5301 Central Avenue, NE, Albuquerque, New Mexico, 87198-8485. Telephone: (505) 841-6200. Facsimile: (505) 841-6326. www.state.nm.us/tax.

- **NMTRD Workshops**

The NMTRD conducts regularly scheduled workshops for entrepreneurs and New Mexico businesses. The latest workshop schedule on New Mexico's gross receipts, compensating and withholding taxes can be obtained from the Department's website located at <http://www.state.nm.us/tax/oos/2006crswrkshps.pdf>.

- **IRS Publications**

The IRS publishes several documents with practical advice on business taxes. One such publication is the *Tax Guide for Small Business*, which is available for download at <http://www.irs.gov/pub/irs-pdf/p334.pdf>.

6.0 New Mexico Department of Labor ES - 802 Status Report

6.1 Unemployment Insurance

Each employing unit or business entity doing business in New Mexico must inform the New Mexico Department of Labor (NMDOL) within 10 days of beginning a business and request a status report Form ES-802. The ES-802 must be filed within 30 days from the commencement of business. According

to NMDOL, “the ES-802 Status Report is required for all entities (businesses, corporations, sole proprietorships etc.) whether or not the business has additional employees. This form must be filled out to obtain an employer account number for unemployment insurance purposes.” The ES-802 is available online at www.state.nm.us/dol.

An employer new to New Mexico starts out with an initial unemployment insurance (UI) tax rate of 2.0 percent and remains at that rate for a minimum of four years. After four years, the employer is given an experience rating which can cause the initial rate to increase or decrease. Employers use the Taxable Wage Base to calculate their employment insurance taxes. The Taxable Wage Base for the year 2006 is \$17,900 and 2007 is \$18,600. The law requires each employer to post and maintain the Notice to Employee Poster in a readily accessible location.

For more information, see NMDOL free publication *Employer Responsibilities Under the Unemployment Compensation Law of New Mexico* available for download at www.state.nm.us/dol.

6.2 Labor Posters

Businesses locating in the City of Rio Rancho are required to obtain and display a number of employment related posters to meet both State of New Mexico and Federal requirements. Because of the changing nature of posting requirements, it is important to check with NMDOL for the latest information on this requirement. Below is a summary of the requirements listed on the Department’s website as of November 2006.

State of New Mexico Mandatory Posting Requirements

- New Mexico Minimum Wage Act
- Discrimination Poster
- New Mexico Job Health and Safety Protection
- New Mexico Workers’ Compensation Act and Notice of Accident Forms
- Unemployment Insurance Notice

Federal Mandatory Postings

- Equal Employment Opportunity is the Law
- Federal Minimum Wage
- Job Safety and Health Protection
- Employee Polygraph Protection Act
- Your Rights Under the Family Medical Leave Act of 1993

For more information, visit the NMDOL offices located at 501 Mountain Road, NE, Albuquerque, New Mexico, 87102. Telephone: (505) 222-4600. Facsimile: (505) 222-4655. For free poster downloads, see Employer Services on NMDOL's website, which can be accessed via http://www.dol.state.nm.us/dol_poster.html.

7.0 City of Rio Rancho Business License

All businesses, including home based businesses, planning to conduct operations within the City of Rio Rancho must register with the City prior to engaging in business within the municipal limits of the City of Rio Rancho. The annual fee is \$35 for each location, branch or outlet within the City's limits. In addition, a business license is required if the business involves private investigations, pawn brokering, second hand goods, loan agents, traveling shows, circuses, carnival, amusement tickets, wrestling or sparring, exhibitions or auctioneers.

Prior to issuing the Business License, Rio Rancho requires Business License Applicants to have 1.) the establishment inspected by the Fire Inspector and 2.) the Development Services Department confirms zoning of the location to be consistent with the operations of the business. The Development Services Department is located on the first floor Rio Rancho's City Hall in Room 130. To schedule a fire inspection, telephone the City's Fire Marshall at (505) 891-5916.

For more information, visit or call the City of Rio Rancho City Clerk located at 3200 Civic Center Circle NE, Rio Rancho, New Mexico, 87144. Telephone: (505) 891-5004. Business License Forms are available for download at the City's website, which can be accessed via <http://www.ci.rio-rancho.nm.us/index.asp?NID=409>.

8.0 Federal Employer Identification Number (EIN)

The EIN is a nine-digit number that is assigned by the IRS. The EIN is used to identify the tax accounts of sole proprietors, corporations, partnerships, estate, trusts and other entities for tax filing and reporting purposes. The EIN is obtained by filing *Form SS-4, Application for Employer Identification Number*, with the IRS.

For more information, see IRS free publication *Circular E, Employers Tax Guide, Form SS-4 and Instructions for Form SS-4* available for download at www.irs.gov/businesses.

9.0 Workers' Compensation Administration / Occupational Safety

9.1 Workers' Compensation

The Workers' Compensation Administration (WCA) regulates New Mexico's workers' compensation system. Almost all employers in New Mexico with three or more employees are required to purchase or otherwise obtain workers' compensation insurance coverage and pay the personnel assessment fee.

If an employer is licensed, or required to be licensed by the Construction Industries Division of the State of New Mexico, the employer is required to have coverage, regardless of the number of employees. Certain corporate officers may elect not to purchase coverage for themselves, but are counted within the headcount to determine whether they are required by law to have workers' compensation insurance coverage.

The workers' compensation personnel assessment fee (also called the workers' compensation administration fee or WC-1) is a tax paid by employers and workers. The fee is currently \$4.30 per employee per calendar quarter, \$2 of which is paid by the employee through payroll deduction and \$2.30 paid by the employer. The fee is reported and paid to the NMTRD.

Every employer's insurance carrier must provide proof of coverage to the WCA. Businesses must post a WCA Poster and blank Notice of Accident Forms in a readily accessible location.

The WCA conducts free seminars for small businesses on New Mexico's Workers' Compensation requirements once per quarter. Seminars are typically held at the WCA's Albuquerque offices located at 2410 Central Avenue S.E., Albuquerque, New Mexico, 87125-7. For more information and the schedule of upcoming seminars, please contact the WCA at (505) 841-6805.

Before paying the fee, register with the Taxation and Revenue Department as an employer subject to this fee. The Form can be downloaded from <http://www.state.nm.us/tax/forms/Wocomform/Wocomform.htm>, completed and mailed to the NMTRD, CRS/WC Section, P.O. Box 2527, Santa Fe, New Mexico, 87504-0630. Telephone: (505) 827-2632.

For more information, see the WCA free publication *The Workers' Compensation Handbook* available for download at <http://www.state.nm.us/wca>.

9.2 Occupational Health and Safety Bureau

The Occupational Health and Safety Bureau (OHSB) is part of the New Mexico Environment Department (NMED) and is the state regulatory agency that has responsibility for enforcing occupational health and safety regulations within New Mexico. New Mexico has adopted the Federal OSHA regulations and has promulgated some New Mexico state-specific regulations as well. The scope of New Mexico's OHSB's jurisdiction includes all private industry and public entities and the OHSB is divided into three sections: Administrative, Compliance, and Consultation.

The OHSB operates a Consultation Program with free services targeted to smaller businesses. According to OHSB, the "goal is to reduce workplace injuries and illnesses by helping businesses identify workplace hazards and find effective, economical solutions for eliminating or controlling them." Services offered through the Consultation Program include: On-site Safety and Health Inspections, Industrial Hygiene Sampling, Program Assistance, Training and Education, Public Speaking and Technical Assistance.

Participation in the Consultation Program is voluntary and the OHSB indicates there are no penalties or fines, even if problems are found. Employers may download the Consultation Request Form from the OSHB website located at http://www.nmenv.state.nm.us/OHSB_Website/form/New%20Request%20Form%20Colored%20R031506.pdf.

For more information, please see the Occupational Health and Safety Board, 525 Camino de los Marquez, Suite 3, Santa Fe, New Mexico, 87505. The OSHB's website can be accessed via http://www.nmenv.state.nm.us/OHSB_Website/ohsb_home.htm. Telephone: (505) 476-8700. Facsimile: (505) 476-8734.

10.0 Food Service Establishment / Liquor License

10.1 Food Service Establishment

Businesses planning to operate a food establishment in Rio Rancho should contact the New Mexico Environment Department for the following issues:

- Food Handling Permit - Permit application and plan review forms.
- Food Handling Regulations - Food service establishment (restaurant) and food processing regulations.

The Department's website is located at http://www.nmenv.state.nm.us/fod/Food_Program/applications.html. Among the forms available on the website relating to the Food Program are:

- Food Establishment Application and Plan Review Guidelines: Helps prospective operators plan for successful food business operations.
- Application for Permit to Operate Food Establishment: Annual food permit application to operate a food establishment.
- Temporary Food Service Application: For fundraisers, fairs, and fiestas. Shows how to prepare food safely during limited duration events and celebrations.
- Application For Variance: Application for a variance from the requirements of the food service regulations.

The New Mexico Environment Department's Rio Rancho Food Program contact is located at 224 Unser Blvd., NE Suite B, Rio Rancho, New Mexico, 87124. Telephone: (505) 892-4483. Facsimile: (505) 892-4816. E-mail at johnathan.gerhardt@state.nm.us.

10.2 Liquor License / Server Training

The Alcohol and Gaming Division of the New Mexico Regulation and Licensing Department administers the licensing provisions of the New Mexico Liquor Control Act (LCA) and the Special Investigations Division of the Department of Public Safety administers the LCA's enforcement provisions. The Division is charged with administration, licensing, server training and citation disposition.

Information may be obtained from the Division's website located at <http://rld.state.nm.us/AGD/index.htm> and/or the offices are located at 2550 Cerrillos Road, 2nd Floor, P.O. Box 25101, Santa Fe, New Mexico, 87504. Telephone: (505) 476-4875. Facsimile: (505) 476-4595, E-mail: AGD@state.nm.us.

11.0 Insurance Options

Businesses should carefully consider applicable insurance needs based upon careful assessments of risk and other factors. Professional legal and insurance advisors should be consulted to help determine the appropriate coverage(s), deductibles, and levels of insurance. Among the types of coverage available are product liability, errors and omissions, key executive, employment liability, directors and officers, automobile and property.

A brief overview of business insurance is provided in the following SBA publication.

- **US Small Business Administration**

The *Small Business Insurance and Risk Management Guide MP-28*, by Susan Anastasio. The Travelers, Hartford, Connecticut, is available for download at the SBA's website located at <http://www.sba.gov/library/pubs/mp-28.doc>.

12.0 New Mexico Regulation and Licensing Department

The New Mexico Regulation and Licensing Department (NMRLD) oversees alcohol, gaming, finance, construction, and securities industries, as well as the State's professional and occupational boards and commissions.

Businesses and individuals in the following areas should contact the NMRLD to obtain information on New Mexico licensing requirements:

Accountancy, Acupuncture & Oriental Medicine, Athletic Commission, Athletic Trainers, Barber & Cosmetologist, Chiropractic Examiners, Counseling & Therapy Practice, Dental Health Care, Interior Design, Landscape Architects, Massage Therapy, Naprapathy, Nursing Home Administrators, Nutrition & Dietetics, Occupational Therapy, Optometry, Osteopathy, Pharmacy, Physical Therapy, Podiatry, Private Investigators & Polygraphers, Psychologist Examiners, Real Estate Appraisers, Real Estate Commission, Respiratory Care, Social Work, Speech, Language, Hearing, and Thanatopractice.

Additional information may be obtained by visiting the NMRLD, 2550 Cerrillos Road, Santa Fe, New Mexico, 87304. Telephone: (505) 476-4500. Facsimile: (505) 476-4511. The website can be accessed via <http://www.rld.state.nm.us/>.

13.0 New Mexico Trademark / Service Mark Registration

Registration of a New Mexico Trademark / Servicemark is completed by application to the Secretary of State's Office. Forms available from the Secretary of State's Office include the following:

- Instructions for Registering a Trademark or Service Mark
- International Schedule of Classes of Goods and Services
- Application for Registration of a Trademark and/or Service Mark
- Application to Renew a Trademark and/or Service Mark Registration
- Application for Assignment of a Trademark and/or Service Mark

- Application to Change the Name of Registrant or Applicant on Trademark and/or Service Mark Registration

Please note that the Secretary of State's Office is also responsible for Notary Publics.

Applications may be downloaded free of charge from <http://www.sos.state.nm.us/trade.htm> or obtained in person at the office of the New Mexico Secretary of State, 325 Don Gaspar, Suite 300, Santa Fe, New Mexico, 87503. Telephone: (505) 827-3600 or (800) 477-3632.

14.0 US Patents, Trademarks and Copyrights

14.1 Patents

A patent is the grant of a property right to the inventor for his/her invention. The patent is issued by the United States Patent and Trademark Office (USPTO) located in Washington, DC. According to the USPTO, "The term of a new patent is generally 20 years from the date on which the application for the patent was filed in the United States or\ in special cases, from the date an earlier related application was filed, subject to the payment of maintenance fees. U.S. patent grants are effective only within the United States, U.S. territories, and U.S. possessions. Under certain circumstances, patent term extensions or adjustments may be available."

The USPTO states "The right conferred by the patent grant is, in the language of the statute and of the grant itself, "the right to exclude others from making, using, offering for sale, or selling" the invention in the United States or "importing" the invention into the United States. What is granted is not the right to make, use, offer for sale, sell or import, but the right to exclude others from making, using, offering for sale, selling or importing the invention. Once a patent is issued, the patentee must enforce the patent without aid of the USPTO." There are three types of patents: 1) utility; 2) design; and 3) plant.

To register a patent, contact the Assistant Commissioner for Trademarks, Patent Applications, Washington, DC 20231. Telephone: (800) 786-9199. Additional information may be obtained by assessing the United States Patent and Trademark website via <http://www.uspto.gov/index.html>.

14.2 Trademarks

The USPTO also issues trademarks. According to the USPTO, "A trademark is a word, name, symbol, or device that is used in trade with goods to indicate the source of the goods and to distinguish them from the goods of others. A

servicemark is the same as a trademark except that it identifies and distinguishes the source of a service rather than a product. The terms “trademark” and “mark” are commonly used to refer to both trademarks and servicemarks.”

The USPTO states “Trademark rights may be used to prevent others from using a confusingly similar mark, but not to prevent others from making the same goods or from selling the same goods or services under a clearly different mark. Trademarks, which are used in interstate or foreign commerce, may be registered with the USPTO. The registration procedure for trademarks and general information concerning trademarks are described in “*Basic Facts about Trademarks*” available for download or review at <http://www.uspto.gov/web/offices/tac/doc/basic/>.”

To register a trademark contact the U.S. Department of Commerce, Trademark Office located at 2021 Jefferson Davis Highway, Arlington, Virginia, 22202. Telephone: (703) 305-8341 or (800) 786-9199. Additional information may be obtained by accessing the United States Patent and Trademark website via <http://www.uspto.gov/index.html>.

14.3 Copyrights

Copyrights are registered by the Copyright Office of the Library of Congress (COLC). According to the COLC, “ A copyright is a form of protection provided to the authors of “original works of authorship” including literary, dramatic, musical, artistic, and certain other intellectual works, both published and unpublished. The 1976 Copyright Act generally gives the owner of copyright the exclusive right to reproduce the copyrighted work, to prepare derivative works, to distribute copies or phone records of the copyrighted work, to perform the copyrighted work publicly, or to display the copyrighted work publicly.”

The U.S. Copyright Office is located at 101 Independence Ave. SE, Washington, DC 20559-6000. Telephone: (202) 707-3000 and the Copyright’s website can be accessed via <http://www.copyright.gov/>.

15.0 Commercial Building Permits

The responsibility for the City of Rio Rancho’s planning, zoning, building inspections, community development and real estate acquisition/disposal resides in the Development Services Department (DSD). All applications for new development, including retail, office, industrial and residential building permits are processed by DSD. Businesses are cautioned to confirm that both existing and proposed locations are appropriately zoned for the businesses proposed use.

The Commercial Building Permit application package also contains information/submittal requirements of various other CRR Departments, including those of the Departments of Public Infrastructure (DPI), Police, Fire, and Cultural Enrichment. Among the areas of particular interest to these Departments are traffic control, health and safety, traffic impact, location of access points and drainage. An example of a Department specific requirement is DPI's Traffic Impact Analysis (TIA), which must be completed for all new non-residential projects. The scope of the TIA is determined on a case-by-case basis.

- Many of the Department's information is available for download via the City's website, which can be accessed via www.ci.rio-rancho.nm.us.

The DSD also signs off on zoning applicability for business license applications. The DSD is located on the first floor of City Hall, 3200 Civic Center Circle NE, Rio Rancho, New Mexico, 87144. Telephone: (505) 891-5005. Facsimile: (505) 896-8994.

15.1 Development Review Committee

The DSD also coordinates the City's Development Review Committee (DRC). The purpose of the DRC is to provide developers and business people preliminary guidance and direction on proposed development projects. DRC Meetings are held on the second and fourth Thursdays of each month starting at 1:30 PM in the South Conference Room of City Hall located at 3200 Civic Center Circle NE, Rio Rancho, New Mexico, 87144.

The DRC Application Form and all supporting information should be submitted to the DSD by noon on the Monday ten (10) days prior to the next scheduled DRC meeting. The level of feedback available from DRC personnel is directly related to the level of completeness of the package submitted to the DRC.

Questions on the DRC can be directed to Shannon Eubanks, Municipal Planner, at 505-891-5005 or by e-mail at seubanks@ci.rio-rancho.nm.us.

15.2 Water and Waste Water Information Request Form

The City of Rio Rancho's Department of Public Infrastructure (DPI) offers an Information Request Form (IRF) to be used by developers, businesses, and individual property owners to inquire about water and wastewater availability to a proposed location or lot. The IRF should be fully completed by the

applicant and supporting documentation on the proposed project's level of usage and pressure requirements estimated and supplied as an attachment.

The IRF may be obtained by visiting DPI located on the first floor of the Rio Rancho City Hall located at 3200 Civic Center Circle NE., Rio Rancho, New Mexico, 87144, or by calling 505-891-5016.

15.3 Impact Fees

The City of Rio Rancho's impact fee(s) is a charge assessed by the City on any new development projects, including residential, commercial, and industrial buildings, which is designed to generate funding to pay for the increased services or public facilities necessitated by such specific new development. Impact fees are paid only once -- at the time of the issuance of the building permit for the construction project in question.

For a current table listing the City's impact fee by category, please refer to the Impact Fee Schedule available for download at www.ci.rio-rancho.nm.us or contact the DSD at 505-891-5005.

16.0 Environmental Permitting

Businesses planning to locate operations in the City of Rio Rancho should ascertain which, if any, environmental permits are required for their operations. The State of New Mexico's Environment Department (NMED) is responsible for environmental permitting in Rio Rancho. Among the Department's areas of responsibility are the following: air quality, ground water, hazardous waste, liquid waste, radiation control, petroleum storage tanks, and solid waste.

The NMED is located at 1190 St. Francis Drive, Suite N4050, Santa Fe, New Mexico, 87505. Telephone: (800) 219-6157. The NMED website can be accessed via <http://www.nmenv.state.nm.us/>.

17.0 Doing Business with the City of Rio Rancho

The City of Rio Rancho's Purchasing Division (CRRPD) is responsible for the acquisition of all supplies, materials, equipment and/or services required by the City. The CRRPD accomplishes its objectives with competitive sealed bids, invitations to bid and/or requests for proposals.

- **Rio Rancho Procurement Code**

The City's Procurement Code can be downloaded free of charge from the City's website located at <http://www.ci.rio-rancho.nm.us>

rancho.nm.us/documents/Fiscal%20Services/procurement%20code%20revised%20Sept%202005.pdf.

Additional information on doing business with the City of Rio Rancho, including obtaining the forms to register as a vendor with the City, may be obtained from the City's website located at <http://www.ci.rio-rancho.nm.us/index.asp?NID=167>.

18.0 RREDC Services

The RREDC is a private not-for-profit economic development corporation that serves the City of Rio Rancho and Sandoval County, New Mexico. The RREDC was formed in 1992 and is directed by a 30-member board of directors. The corporation's president serves as the chief administrative officer and services are performed by the president and a team of professional economic developers. The RREDC is funded by the City of Rio Rancho, Sandoval County and contributions from the regional business community. The RREDC works closely with the Rio Rancho Chamber of Commerce, Rio Rancho Convention and Visitors Bureau, City of Rio Rancho and Sandoval County.

The RREDC maintains professional memberships in numerous corporate real estate, site selection and industry trade associations. Among the organizations are CoreNet Global, International Asset Management Council, and International Council of Shopping Centers. The RREDC provides a broad range of services to business and industry considering new locations for expansion, relocation or consolidation. The RREDC's free and confidential services can help firms:

- Identify available sites and facilities,
- Understand business licensing, registration and environmental permitting requirements,
- Streamline City, county and state development services requirements,
- Access applicable local and statewide business support and incentive programs,
- Secure market information such as population, age, education and income statistics,
- Select architectural, engineering, construction and design-build firms for your project,
- Obtain utility (electric, natural gas, water and waste water) rate estimates, and
- Evaluate labor availability, wage rates, access to markets and other critical site location factors.

Additional information on the services available through the RREDC can be obtained by contacting the RREDC by telephone at (505) 891-4305 or visiting the offices located at 1201 Rio Rancho Boulevard SE, Suite C, Rio Rancho, New Mexico, 87124. Facsimile: (505) 891-4297. The RREDC's website is located at www.rredc.org.

19.0 Investor Directory

The RREDC encourages investment in the corporation by firms and individuals interested in helping to promote the economic growth and diversification of the City of Rio Rancho and Sandoval County. The RREDC is a 501 C (6) not-for-profit corporation and has four levels of funding for investors to consider: Base Builders (up to \$999), Ribbon Cutters (\$1,000 - \$4,999), Ground Breakers (\$5,000 - \$9,999), and Community Builders (\$10,000 and up).

For an Investment Form, please refer to the RREDC's website located at www.rredc.org and/or contact Charlotte Wall-Smith, Development Director at (505) 891-4305 and/or cwall-smith@rredc.org. The RREDC's offices are located at 1201 Rio Rancho Boulevard SE, Suite C, Rio Rancho, New Mexico, 87124. Facsimile: (505) 891-4297.

The RREDC's 2006 - 2007 Investors are identified below.

RREDC Investors

Community Builders (\$10,000+)

AMREP Southwest
Brycon Corporation
Centex Homes
City of Rio Rancho
High Desert Investment
Intel Corporation
Public Service Company of New Mexico
Pulte Homes
Reid & Associates Design Builders, LLC
Sandoval County
State of New Mexico Economic Development
Titan Development
Wells Fargo

Ground Breakers (\$5,000-\$9,999)

Bank of America
Curb North
Don Chalmers Ford
First Community Bank
Maestas & Ward
Wallen Builders
Waste Management of New Mexico
Westwood Realty/Ranch Joint Venture

Ribbon Cutters (\$1,000-\$4,999)

Albuquerque Academy
Alstate Steel
Bank of Albuquerque
Bohannon Huston
Bradbury Stamm Construction
Cambro Construction
Cardinal Health
Chaparral Electric Co.
Chaparral Materials
Charter Bank
Compass Bank
Defined Fitness
Fanning Bard Tatum Architects
Form-Cove Mfg. Co., Inc.
Gerald Martin Construction
Grubb & Ellis/NM

Harrison Contracting
Huitt Zollars
Insight Lighting
Land America New Mexico Title Co.
Lastrapes, Spangler & Pacheco
Manpower-NM
McDonald's of Rio Rancho
Melendez Concrete, Inc.
New Mexico Bank & Trust
New Mexico Oil & Gas Association
Presbyterian Healthcare
Real World Sales Management
Sandia Area Federal Credit Union
Sandia Properties
Noreen & Rob Scott
The Pennington Co. Real Estate
Yearout Mechanical

Base Builders (\$0-\$999)

Aero Mechanical Industries, Inc.
Aquatic Pools
Business Environments
Collatz, Inc.
Crego Roofing
DKD Electric
Excel Staffing
Hartman & Majewski Design Group
Industrial West Constructors
Jaynes Corporation
Mr. Bob Feinberg of Grubb & Ellis
Mr. Tom Jones of Grubb & Ellis
Ms. D'Nette Pennington of Grubb & Ellis
Mudd Brothers
NAIOP
Permacharge
Real Estate Advisors
Slinky's Installation
Smith & Co.
Southwest Glass & Glazing
Stainless Motors
State Farm Insurance
Sundance Mechanical & Utility
Tanglewood Construction
Vantage/Raylee Homes

In-Kind Donations

505 Southwestern
Atkinson & Company, Ltd.
Bob Gallagher
Brownstein Hyatt Farber Schreck
El Pinto
Lastrapes, Spangler & Pacheco
Maestas & Ward
Pulte Homes
Reid & Associates Design Builders, LLC

20.0 Disclaimer

This Resource Guide to Establishing a Business was prepared by the RREDC to help aspiring entrepreneurs and prospective businesses access information on the rules and regulations associated with establishing a business in the City of Rio Rancho, New Mexico. Due to the complexities and unlimited number of types of businesses and objectives of owners, the Resource Guide cannot serve as the sole source of practical information. Readers are cautioned to seek and utilize the services of competent advisors, such as accountants, tax specialists, engineers and attorneys. The information in this Guide has been obtained from sources deemed reliable, however, no guarantees or warranties of the information and its suitability for any purpose is provided.

Sources of Information

New Mexico Small Business Development Centers (SBDC): 237 S. Camino del Pueblo, Bernalillo, New Mexico, 87004. Telephone: (505) 867-5066. Facsimile: (505) 867-3746. <http://www.nmsbdc.org/sandoval/index.html>.

The US Small Business Administration (SBA): 625 Silver SW, Suite # 320, Albuquerque, New Mexico, 87102. Telephone: (505) 248-8225. Facsimile: (505) 248-8246. <http://www.sba.gov/>.

Internal Revenue Service: 5338 Montgomery Blvd. NE, Albuquerque, New Mexico, 87109. Telephone: (505) 837-5505. Telephone: (505) 837-5505 or (877) 777-4778. <http://www.irs.gov/businesses/small/article/0,,id=98359,00.html>.

New Mexico Public Regulation Commission: PERA Building, 1120 Paseo De Peralta, PO Box 1269, Santa Fe, New Mexico, 87501. Telephone: (800) 947-4722 (New Mexico Residents Only), (505) 827-4502 and (505) 827-4508. Facsimile: (505) 827-4387. www.nmprc.state.nm.us/cb.htm.

Office of the Secretary of State: Operations Division, 325 Don Gaspar, Suite 300, Santa Fe, New Mexico, 87503. Telephone: (505) 827-3600. Facsimile: (505) 827-3634. <http://www.sos.state.nm.us/part.htm>.

New Mexico Taxation and Revenue Department: First Security Bank Building, 5301 Central Avenue, NE, Albuquerque, New Mexico, 87198-8485. Telephone: (505) 841-6200. Facsimile: (505)841-6326.

New Mexico Department of Labor: 501 Mountain Road, NE, Albuquerque, New Mexico, 87102. Telephone: (505) 222-4600. Facsimile: (505) 222-4655. http://www.dol.state.nm.us/dol_poster.html.

City of Rio Rancho City Clerk: 3200 Civic Center Circle NE, Rio Rancho, New Mexico, 87144, Telephone: (505) 891-5004. <http://www.ci.rio-rancho.nm.us/index.asp?NID=409>.

Workers Compensation Administration: 2410 Central Avenue SE, Albuquerque, New Mexico, 87125. Telephone: (505) 841-6800. In-state toll free: (800)255-7965. Facsimile: (505) 476-8734.

Occupational Health and Safety Board: 525 Camino de los Marquez, Suite 3, Santa Fe, New Mexico, 87505. Telephone: (505)476-8700. Facsimile: (505) 476-8734. Website: http://www.nmenv.state.nm.us/OHSB_Website/ohsb_home.htm.

New Mexico Environment Department: Rio Rancho Food Program, 224 Unser Blvd., NE Suite B, Rio Rancho, New Mexico, 87124. Telephone: (505) 892-4483. Facsimile: (505) 892-4816. E-mail at johnathan.gerhardt@state.nm.us.

New Mexico Alcohol and Gaming Commission: 2550 Cerrillos Road, 2nd Floor, P.O. Box 25101, Santa Fe, New Mexico, 87504. Telephone: (505) 476-4875. Facsimile: (505) 476-4595. <http://rld.state.nm.us/AGD/index.htm>.

New Mexico Regulation and Licensing Department: 2550 Cerrillos Roads, Santa Fe, New Mexico, 87504. Telephone: (505) 476-4500. Facsimile: (505) 476-4511. <http://www.rld.state.nm.us/>.

Assistant Commissioner for Trademarks: Patent Applications, Washington, DC 20231. Telephone: (800) 786-9199. <http://www.uspto.gov/index.html>.

U.S. Department of Commerce, Trademark Office: 2021 Jefferson Davis Highway, Arlington, Virginia, 22202. Telephone: (703) 305-8341 or (800) 786-9199. <http://www.uspto.gov/index.html>.

Copyright Office U.S. Copyright Office: 101 Independence Ave. S.E., Washington, DC 20559-6000. Telephone: (202) 707-3000. <http://www.copyright.gov/>.

Development Services Department, City of Rio Rancho: 3200 Civic Center Circle., Rio Rancho, New Mexico, 87144. Telephone: (505)891-5005. Facsimile: (505) 891-5005. Facsimile: (505) 896-8994. www.ci.rio-rancho.nm.us.

New Mexico Environment Development: 1190 St. Francis Drive, Suite N4050, Santa Fe, New Mexico, 87505. Telephone: (800) 219-6157.

Finance Department, City of Rio Rancho: 3200 Civic Center Circle NE., Rio Rancho, New Mexico, 87144. Telephone: (505)

891-5010. Facsimile: (505) 891-5762. <http://www.ci.rio-rancho.nm.us/index.asp?NID=167>.

Rio Rancho Economic Development Corporation: 1201 Rio Rancho Boulevard SE, Suite C, Rio Rancho, New Mexico, 87124. Telephone: (505) 891-4305. Facsimile: (505) 891-4297. www.rredc.org.

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