



CITY OF ROSWELL

Code Enforcement Office

Business License Department
575-637-6208 (telephone) 575-624-6818 (facsimile)

The Business License Department has implemented a procedure for all Home Occupation Business License Registration renewals and new businesses. This procedure consists of attaching a letter of intent every year that you renew your business. This letter can be the same letter every year, but must have the current year's date. Please refer to the sample below as a guide in determining the contents of the letter, however please be specific as to what your business does.

SAMPLE LETTER OF INTENT

To Whom it May Concern;

My business is* "Mary's Typing Service" with which I run a home office at the address of 123 ABC Street, Roswell, NM. My service consists of typing resumes, term papers, documents, etc.. This business services clients through phone calls, e-mail and mail. Any client contact is done strictly on a pick-up and delivery basis at their location. No clients come to my home office/residence location to conduct business. I have no outside storage or signs that indicate a business being operated at my home. I understand that the granting and continuance of this license registration is dependent upon me abiding by all the regulations found in the Roswell Amended Zoning Ordinance # 10-02, Home Occupation

Thank you,

*fictitious business name used for example purposes only.

We understand that this addition to your renewal may pose an inconvenience for some businesses, however, it is a necessity due to some past misunderstandings by home occupation business owners.

IF YOU DO NOT TURN IN A LETTER OF INTENT WITH YOUR RENEWAL OR NEW APPLICATION, IT WILL PROLONG ISSUANCE OF YOUR LICENSE REGISTRATION.

If you have any questions or concerns, please do not hesitate to contact us or stop by:
421 N. Richardson Ave., Code Enforcement Department, or at (575) 637-6208.