



CITY OF ROSWELL Code Enforcement Office

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

READY FOR INSPECTION CALL SHEET

Once your business is ready to open, please contact the city building mechanical and fire inspectors to set up an appointment to have an inspection done of your business facility. City license registrations cannot be issued until these inspections are completed. This ensures the inspectors that the facility is up to safety codes to operate. If there are safety issues that an inspector has notified you about, you must correct the deficiency prior to operating your business. If you operate even though you have been notified by an inspector of a safety issue, action will be taken to have your business operation cease.

As each inspector sets their own appointments, you need to call them directly (Department secretaries can take messages but cannot schedule appointments for the inspectors. Fire inspections must be done prior to building inspection. Follow the steps below:

- 1** Call **Fire Prevention Bureau** at (575) 624-6830 Ask for Matt Miller.
- 2** Call **City Building Inspections** (575) 637-6293 for an appointment. For restaurant inspections, call (575) 637-6290 ask for Gus Garcia.
- 3** Contact **Environmental Dept** (Restaurant or Food Vendors) (575) 624-6046 1914 W. Second Roswell, NM 88201

Once these inspections are completed please bring in a copy of the fire inspection so that your business license is issued.

Thank you for your cooperation,

Nikomi Bejarano
Business License Clerk
City of Roswell, NM 88201