



PUEBLO OF ISLETA BUSINESS PERMIT APPLICATION

Application Date: _____

New Permit Renewal Amendment

I. APPLICANT CONTACT INFORMATION

Name of Applicant: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Are you an enrolled member of Pueblo of Isleta? (Circle one) Yes No

If yes, Tribal Enrollment No. _____

II. BUSINESS INFORMATION

Name of Business: _____

Additional Names Used for the Business: _____

Primary Place of Business Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone Number: _____ Fax Number: _____

Email Address for Business: _____

Mailing/Transactional Address of Business: _____

City: _____ State: _____ Zip Code: _____

Is Business Owner also the Land Assignment Owner? (Circle one) Yes No

If No, List Name of Land Assignment Owner: _____

Type of Business: (check all that apply)

General Retail/Services

Traditional Arts/Crafts

Retail Cigarette Vendor

Wholesale Cigarette Vendor

Food Sales

Other: _____

Describe your business:

Ownership Type: (Check all that apply)

Sole Proprietor

Corporation

Partnership

LLC

Not For Profit

Joint Venture

Other: _____

If Business is a Corporation, Partnership, LLC or other form of Business Structure, list ALL Owners, Partners and/or Principals, has the business provided documentation of the entity's registration with the state?

(Circle one) Yes No

Has the Application or any individual listed above ever been convicted of any felony or crime of theft or fraud? (Circle one) Yes No

Is Application Bonded? (Circle one) Yes No

If yes, Bond Number: _____

If applying for a Class G or F permits, the time period during which the applicant intends to conduct business (dates and times):

III. CLASSIFICATION OF BUSINESS AND FEE SCHEDULE (Check One)

Class A – Businesses are exempt from the Business Permit Policy and are not required to pay the Business Permit fee. The following are considered as Class A businesses:

1. Charitable, religious, community, educational organizations, or private individuals which engage in activity to raise funds for social, educational, religious or other purposes that are for the benefit of the Pueblo of Isleta or tribal community member(s).
2. Sellers of farming/agricultural produce that is solely cultivated on Pueblo lands.

- 3. Sellers of Indian oven bread and other traditional food products. *These sellers may be required to obtain a Food Handlers Certificate*
- 4. Occasional yard sales conducted at tribal member residences or properties, or conducted at a “flea market” business location where that owner has obtained a Business Permit for that type of activity.
- 5. Businesses with a primary place of business located outside of the Pueblo that are operated by non-resident persons who are not Tribal Members.

Class B – Businesses Required to Register, but are not required to pay the business permit fee.

- Indian Arts and Crafts made or maintained for sale, whether wholesale and/or retail, by an Isleta Tribal Member..... No Fee

Class C – General Retail/Services. Class C businesses include commercial food sales, other than Indian oven bread and other traditional food products, from a permanent or fixed location.

- Isleta Tribal Member Owner \$75.00/year per owner
- Non-Member Owner OR Isleta Tribal Member in partnership with Non-Member(s)..... \$1,000.00/year per non-member owner

Class D – Retail Cigarette Vendor

- Isleta Tribal Member \$250.00/year per owner
- Non-Member Owner OR Isleta Tribal Member in partnership with Non-Member \$1,000.00/year per non-member owner

Class E – Wholesale Cigarette Distributors

- Transport and sell cigarettes and/or tobacco products for wholesale or resale purposes..... \$5,000.00/year

Class F – Peddler – businesses who sell on a temporary basis or otherwise engage in door-to-door or mobile solicitations to include food trucks selling retail, prepared food.

- Per Day or any part thereof \$20.00
- Per Week or any part thereof \$50.00
- Per Month or any part thereof \$200.00
- Feast Day, non-tribal member *only*..... \$200.00

Class G – Mobile Vendors – businesses who sell goods or service on Pueblo land to community members on a scheduled or appointment basis

- Per Month or any part thereof \$100.00

Per Year or any part thereof \$500.00

Amendment – to existing application/permit

\$25.00 + any change in permit fee due to change in business classification, if applicable

*** No refund of fees shall be permitted for businesses discontinued during a permit term. Permits may not be transferred to new business owners***

IV. PERMIT FEE PAYMENT

If application is approved, fees are to be paid in full. All payments are to be made by cash or money order at the Pueblo of Isleta Governor’s Office at the time of application. A receipt will be provided upon payment.

V. BUSINESS PERMIT CONDITIONS

The full Pueblo of Isleta Business code is available online and by request at the Governor’s Office or Tribal Council. By filing a Business Permit application with the Pueblo of Isleta, the Application agrees to the following permit conditions outlined in Section 05-04-05 of the Business Permit Code:

- A. Permittee agrees to comply with all provisions of the Pueblo of Isleta Business Permit Code and applicable Federal, State, and Tribal laws and regulations, including allowing employees two hours to vote in tribal elections
- B. Permittee consents to the civil jurisdiction of the Isleta Tribal Court and to such enforcement actions arising pursuant to this Code.
- C. Permittee shall comply with any Order of the Governor to temporarily close businesses on Pueblo lands.
- D. Permittee is responsible for updating and provide all information required for a business permit application during the term of the permit.
- E. The Business Permit shall be displaying in a conspicuous place at the location identified on the permit.
- F. Permittee is responsible for the conducts of its officers, agents, and employees and the Permittee assumes all responsibility and liability for activities arising from the conduct of their business and activities occurring at the business location.
- G. The Pueblo, its officials, employees, and agents shall not be liable for any damage, loss or harm to any person that may result or occur, directly or indirectly, from the approval, denial, suspension or revocation of a business permit.
- H. Permittees must ensure that business facilities comply with safety codes relating to fire prevention, fire safety, and fire escape.
- I. **Food Vendors:** all individuals preparing food products for commercial food sales shall completed a prescribed Indian Health Service Food Handlers class and post or have available

the Certificate of completion on premises. Food vendors shall permit inspection by the Indian Health Service at any time their business permit is active, without requiring prior notice of such inspection.

J. Cigarette Vendors

- a. All businesses that sell any quantity of cigarettes or tobacco products at retails, including loose leaf tobacco must apply for a Class D Business Permit, and pay the required fee, even if the primary purpose of the business is not cigarette or tobacco product sales and even if the business would otherwise be exempt from permit requirements.
- b. All businesses that possess, sell, or transport any quantity of cigarettes for resale or as a wholesaler must apply for a Class E Business Permit, and must pay the required fee, even if the primary purpose of the business would otherwise be exempt from permit requirements.
- c. All cigarette vendors shall comply with all applicable tribal and federal laws relating to the sale and transportation of cigarette and tobacco products on or from Pueblo Lands, including tax and reporting laws.
- d. Separate permits shall be required for retail cigarette operations and wholesale cigarette distributor operations, even if both businesses operate out of the same location.

VI. ADDITIONAL BUSINESS PERMIT CONDITIONS

Pursuant to Section 05-04-06(A)(ix) of the Business Permit Code, the Governor may request additional information and documentation that he deems reasonably necessary to make a determination on issuing a business permit that is in the best interests of the Pueblo and Tribal Members. Information or documentation may include but is not limited to:

- 1) assessment of likely environmental impacts;
- 2) assessment of likely nuisance impacts;
- 3) proof of relevant certificates or licensure;
- 4) proof of bonding or insurance; and/or
- 5) proof that neighboring residents or community surrounding the propose business consent to the business and its location.

Additional Information Requested: _____

I have read and agree to the above stated terms from the issuance of the business permit. I also declare that, to the best of my knowledge and belief, the information contained in my application is correct and complete.

I have received a copy of the Pueblo of Isleta Business Permit Code. _____ (Applicant Initials)

Print Name

Date

Signature of Applicant

Name of Business

FOR OFFICIAL USE ONLY

Approved Denied on this _____ day of _____.

Governor, Pueblo of Isleta

Date

Date of Payment: _____

Payment Receipt Number: _____

Amount of Payment: _____

Business Class: _____

Business Permit Number: _____

Permit Expiration Date: _____

Business Permit Issued Date: _____

Issued By: _____

Class A Businesses only

Exemption Letter Date: _____

Letter Provided By: _____

Additional documentation on file:

