



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: _____

Mailing Address of Business: _____

City: _____ State: _____ Zip Code: _____

Business Phone Number: _____ Fax Number: _____

Email Address for Business: _____

Physical 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: _____

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, include addresses, phone numbers and tribal member numbers, if applicable.

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: _____

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

Class A – Businesses are exempt from the Business Permit Policy and are not required to register with the Pueblo or 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.
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.

Class B – Businesses Required to Register

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

Class C – General Retail/Services

- Isleta Tribal Member – Sole Owner/Proprietor..... \$250.00/year
- Isleta Tribal Member in Corporation, Partnership, LLC or other Business Structure with other Isleta Tribal Member(s) \$250.00/year per member
of Tribal Member Partners: _____
- Isleta Tribal Member in Corporation, Partnership, LLC or other Formal Business Relationship/Structure with Non-Member(s)..... \$1,000.00/year
- Non-Member Business Located on Pueblo Enterprise Property Owned by Tribe \$1,000.00/year

Class D – Retail Cigarette Vendor

- Isleta Tribal Member – Sole Owner/Proprietor..... \$250.00/year
- Isleta Tribal Member in Corporation, Partnership, LLC or other Business Structure with other Isleta Tribal Member(s) \$250.00/year per member
of Tribal Member Partners: _____
- Isleta Tribal Member in Corporation, Partnership, LLC or other Formal Business Relationship/Structure with Non-Member(s) \$1,000.00/year
- Non-Member Business Located on Pueblo Enterprise Property Owned by Tribe \$1,000.00/year

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

- 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 \$25.00/
Tribal Members Free

Class G – Mobile Vendors

- Per Month or any part thereof \$100.00
- Per Year or any part thereof \$500.00

Class H – Business Owned and Operated by Pueblo of Isleta Free

Amendment – to existing application/permit

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

*** No refund of fees for businesses discontinued during a permit term ***

IV. PERMIT FEE PAYMENT

If application is approved, fees are to be paid in full. Once payment is made, submit payment receipt to Governor's Office and Business Permit will be issued. All payment are to be made at the Pueblo of Isleta Treasury Department located at 3590 State Highway 47, Building C-#119, Isleta, NM 87022.

V. BUSINESS PERMIT TERMS

By filing a Business Permit application with the Pueblo of Isleta, the Application agrees to the following:

- A. The applicant/permittee agrees to comply with all provisions of the Pueblo of Isleta Business Permit Policy and applicable Federal and Tribal Laws to ensure proper business practices, employees and customer safety, and environmental protection. Businesses are subject to periodic inspections by the Tribe.
- B. The applicant/permittee is responsible for the conduct of the business operation and the employees and agents of the business. The applicant/permittee shall no allow the sale or use of illegal drugs, intoxicating liquor or contrabands at the place of business.
- C. The applicant/permittee consents to the jurisdiction of the Tribe, including the Isleta Tribal Court, with regard to matters arising from the conduct of business and the Pueblo of Isleta Business Permit Policy.
- D. The business permit is non-transferable and is restricted solely to this type of business for which the permit is issued.
- E. All businesses are encouraged to employ Isleta Tribal Members and/or Native Americans.
- F. Applicant/Permittee shall maintain copies of inspection reports and other required records and take corrective actions to ensure compliance with the Pueblo of Isleta Business Permit Policy.
- G. The business permit shall expire at the end of ONE YEAR from the calendar year of issuance, unless issued for a shorter time period, i.e. daily, weekly, and monthly. Renewal of a business permit must be submitted at lease thirty (30) days prior to permit expiration date. Permit fees must be paid in full once the permit has been approved. No permit will be issued until full payment is received.
- H. The Pueblo of Isleta shall be held harmless of all claims and liabilities arising from the operation of the permitted business.
- I. Violation of the Business Permit Policy by the permittee shall be cause for suspension or termination of the business permit. No business is allowed to operate without a valid business permit.

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 Policy. _____ (Applicant Initials)

Print Name

Date

Signature of Applicant

Name of Business

FOR OFFICIAL USE ONLY

Approved Denied on this _____ day of _____, 2024.

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: _____