



New Mexico Regulation and Licensing Department

BOARDS AND COMMISSIONS DIVISION

Board of Pharmacy

5500 San Antonio Drive NE, Suite C • Albuquerque, New Mexico 87109

(505) 222-9830 • Fax (505) 222-9845 • (800) 565-9102

<http://www.rld.state.nm.us/boards/pharmacy.aspx>

REMODEL OR RELOCATION APPLICATION

For Pharmacies and Clinics ONLY

NO FEE

Board of Pharmacy Facility License Number: _____

Check Box: Remodel Relocation

Current Facility Name and Street Address

New Name and Street Address

Current Mailing Address

New Mailing Address

Current Telephone No: _____

Email _____

New Telephone No: _____

Procedure:

- Complete and return this application to the Board office.
- Include a rough drawing or blueprints of the remodel or new location.
- Drug Inspector will review the plans and notify you of compliance/non-compliance with Board regulations.
- When you have received preliminary approval from the Drug Inspector, you may begin and complete all necessary construction for the remodel or new location.
- A completed REQUEST FOR INSPECTION application must be submitted to the Board. (**\$150 Inspection Fee required**)
- A drug inspector will inspect your facility after the remodel has been completed and you have resumed operation at your new/remodeled location. (facility)
- The results of the inspection will be presented along with your remodel or relocation application to the Board at the next regularly scheduled meeting.
- A FACILITY CONTROLLED SUBSTANCE REGISTRATION APPLICATION must be submitted prior to your actual move. (Cross out the fee and write remodel or change of location on form; no fee required)

Signature of Pharmacist-In-Charge
or Clinic/Hospital Administrator

Date Signed

Print Name and title of person signing above

Contact Person Name and Title: _____

Telephone Number _____