

New Mexico Board of Pharmacy
5200 Oakland NE Suite A
Albuquerque NM 87113
(505) 222-9830
Instate Toll Free: (800) 565-9102
www.rld.state.nm.us/pharmacy

REMODEL OR RELOCATION APPLICATION

For Pharmacies and Clinics

NO FEE

_____ Remodel _____ Relocation

Current Facility Name and Street Address

New Name and Street Address

Current Mailing Address

New Mailing Address

Telephone No: _____
Email _____

Telephone No: _____

Board of Pharmacy Facility License Number: _____

Procedure:

- Complete and return this application to the Board office.
- Include with this application 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. (Fee required)
- A drug inspector will inspect your facility after the remodel has been completed or you have begun operation at your new 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 [controlled substance registrant change of location form](#) must be submitted prior to your actual move. (This is a controlled substance application, cross out the fee and write remodel or change of location on form; no fee)

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

Date Signed

Print Name and Title