

HOW TO LICENSE A NEW BUSINESS

NOTE: *These steps apply to a Sole Proprietorship. If you are going to do business as a Partnership, Limited Liability Company, S-Corporation or a regular Corporation, the entity must be formed before you apply for any tax number or business license.*

1) Register your business and obtain a taxpayer identification number (CRS-1) with the New Mexico Department of Taxation and Revenue. This is done *FREE* of charge.

Statewide: NM Taxation & Revenue Department (TRD)
Bank of the West Building, San Mateo and Central, 3rd Floor
(505) 841-6200
www.state.nm.us/tax (download forms and submit completed application to TRD)

Local: Check with your local City Clerk's office to register with both the state and city.

This includes: **Rio Rancho, Corrales, Los Lunas, Belen, Bosque Farms, Torrance County, Moriarty, Cuba, Aztec, Grants, Gallup, Milan, Socorro, Bloomfield, Farmington, Magdalena, McKinley County.**

Note: *TRD offers a workshop on business registration every 1st and 2nd Tuesday of each month call (505) 841-6200 for more information.*

2) Request approval of business location zoning, especially for home-based businesses.

Albuquerque: City of Albuquerque Zoning Dept., Plaza del Sol, 600 2nd Street NW, Lobby Floor
(505) 924-3848
*Complete application and register business with zoning and pay \$35.00 fee with City Treasurer Department.

Bernalillo County: Dept of Zoning, Building & Planning., 111 Union Square St. SE, Suite 100, Alb. NM 87102
(505) 314-0350 Fax (505) 314-0480

Rio Rancho: Rio Rancho City Development Department, City Hall, 3900 Southern Blvd, Rm 103
(505) 891-5005
*Home-based business requires permit ~ \$60.50 (one-time fee) *appointment necessary.*

Corrales: Village of Corrales Service Clerk, 4324 Corrales Rd.
(505) 897-0502 www.corralesnm.org ~ Business Information for Home Occupation
*Home-based business requires a permit ~ \$35.00. It is required to attend a Village of Corrales Planning & Zoning Commission meeting held on the 4th Wednesday of the month. Please visit the Service Clerk to schedule an appointment on the meeting agenda.

Tijeras: Tijeras Village Clerk, Village Hall
(505) 281-1220
*Home-based business requires permit ~ price varies. It is required to attend a Tijeras Village Planning & Zoning Commission meeting held on the 1st Monday of each month (excluding holidays).

Bernalillo: Town of Bernalillo Administrative Offices, 829 Camino del Pueblo, Bernalillo
(505) 867-3311

Sandoval County: Planning & Zoning Department, 711 Camino del Pueblo, Bernalillo
(505) 867-7500

3) Obtain a business license.

Albuquerque: City of Albuquerque Treasurer's Office, 600 2nd Street NW, Plaza del Sol, Lobby Level
(505) 768-4611
Business registration must be completed with City Zoning first then pay fee to City Treasurer.
Origination Fee: \$35.00 Renewal Fee: \$35.00

Bernalillo County: Bernalillo County Zoning Dept, Plaza del Sol, 600 2nd Street NW, Ste 400
Origination Fee: \$40.00 Renewal Fee: \$25.00

Rio Rancho: Rio Rancho City Clerk, City Hall, 3900 Southern Blvd., Ste. 201
(505) 891-5004

Origination Fee: None Renewal Fee: \$35.00

Corrales: Village of Corrales Service Clerk, 4324 Corrales Rd.
(505) 897-0502 www.corralesnm.org

Origination Fee: \$35.00 Renewal Fee: \$35.00

Tijeras: Tijeras Village Clerk, Village Hall
(505) 281-1220

Origination Fee: \$15.00 Renewal Fee: \$35.00

Bernalillo: Town of Bernalillo Administrative Offices, 829 Camino del Pueblo
(505) 867-3311

Origination Fee: \$35.00 Renewal Fee: \$35.00

Sandoval County: Sandoval County Clerk, 711 Camino del Pueblo, Bernalillo
(505) 867-7572

Origination Fee: \$35.00 Renewal Fee: \$35.00

4) Get your tax information and instructions, including registration to determine liability status

New Mexico Department of Labor
Employment Security Division
401 Broadway NE, Albuquerque, NM 87103
(505) 841-8576

5) Obtain federal tax information and instructions, including an employer identification number (EIN) application

U.S. Internal Revenue Service
5338 Montgomery NE, Albuquerque, NM 87109
(800) 829-1040 (800) 829-3676

www.irs.gov

6) Call for Workers' Compensation insurance information

Workers' Compensation Administration
(505) 841-6000

SPECIAL CASES for ALBUQUERQUE BUSINESSES:

If your business involves pawnbroking, lodging (hotel, motel operations), professional fund raising or business solicitations at private residences or on public streets or sidewalks, please call the Treasury division at 768-3379.

If your business involves handling, preparation, or service of food, or has a swimming pool, contact the City Environmental Health Dept. for City Health Ordinances that apply to your business (768-2600). You can obtain any needed information or health permits from them. If your business is subject to a City Health Ordinance, the appropriate clearance form will be issued by the City Environmental Health Dept.

Restaurants: Before you get a business license you need an Environmental Health Inspection: 768-2600.

SPECIAL CASES for RIO RANCHO BUSINESSES:

A business license is required if your business involves private investigations, pawnbroking, masseurs, second hand goods, loan agents, traveling shows, circuses, carnivals, amusement tickets, wrestling or sparring exhibitions, or auctioneers. Fees vary. Call the Rio Rancho City Clerk for exact amounts: 891-7212.

A solicitation permit is required if the business involves commercial or residential solicitation. Permit fee: \$50

INCORPORATIONS:

Public Regulation Commission (PO Box 1269, Santa Fe NM 87504)
(505) 827-4500 1-800-947-4722 www.prc.state.nm.us

REGISTERING TRADEMARKS AND TRADENAMES & LIMITED PARTNERSHIPS:

Office of the Secretary of State (Executive Legislative Building, Santa Fe NM 87503)
(505) 827-3600

CONSTRUCTION INDUSTRY LICENSES:

Construction Industries Division (1650 University Blvd. NE, Suite 201, Albuquerque, NM 87102)
(505) 841-8020