

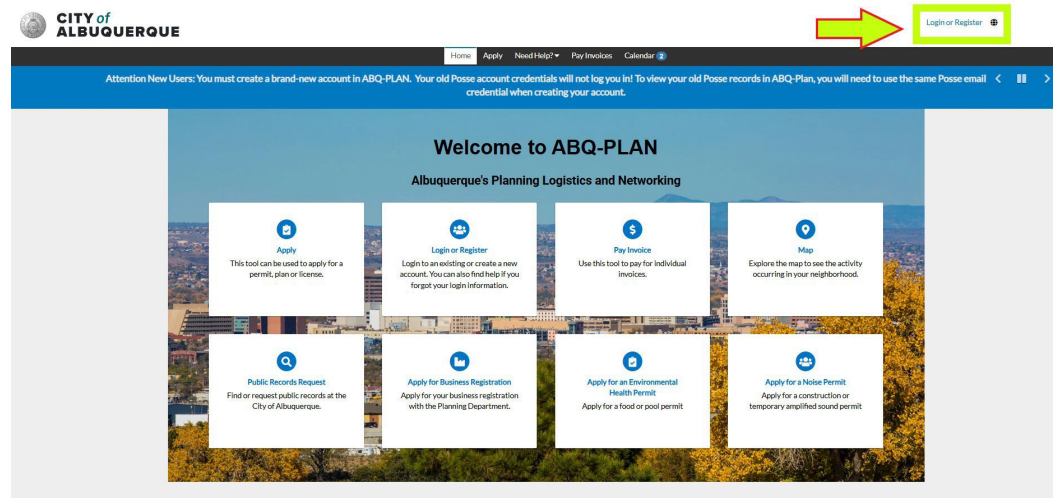
# ABQ-PLAN “How to apply for a Business License”

Website: <https://cityofalbuquerque-m-energygovweb.tylerhost.net/apps/selfservice#/home>



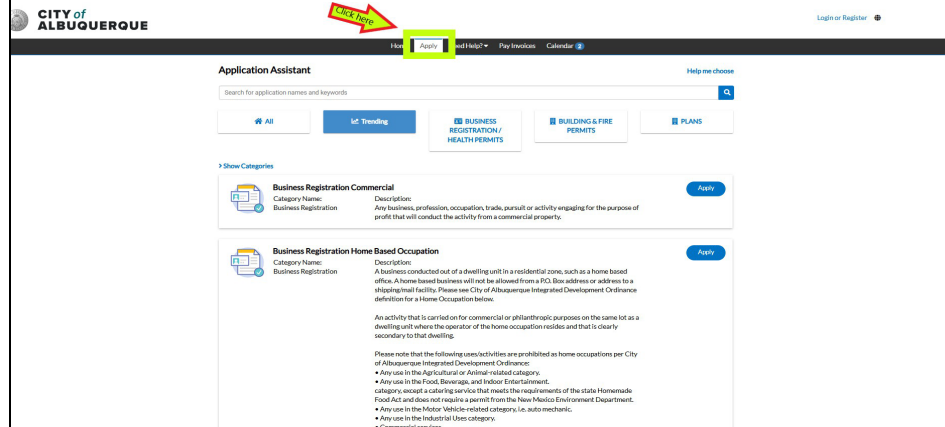
## Step 1

Once on the ABQ-PLAN website click on “Login or Register”. An account needs to be established. Please note the previous “POSSE” system login credentials will not work in the new system.



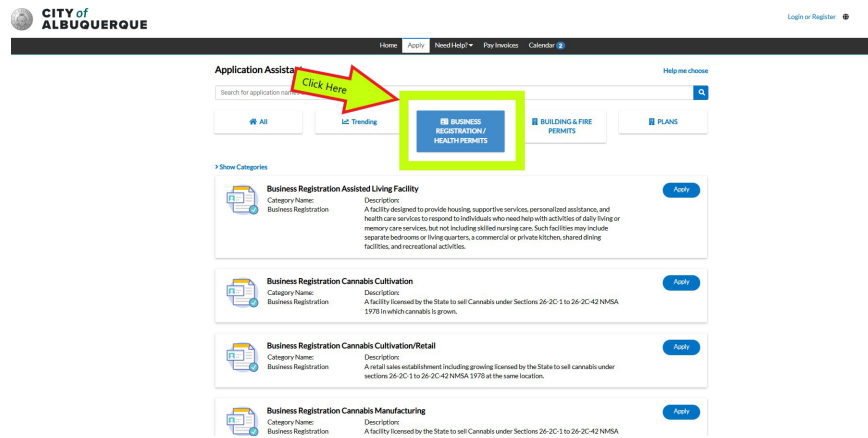
## Step 2

Click on “APPLY”



### Step 3

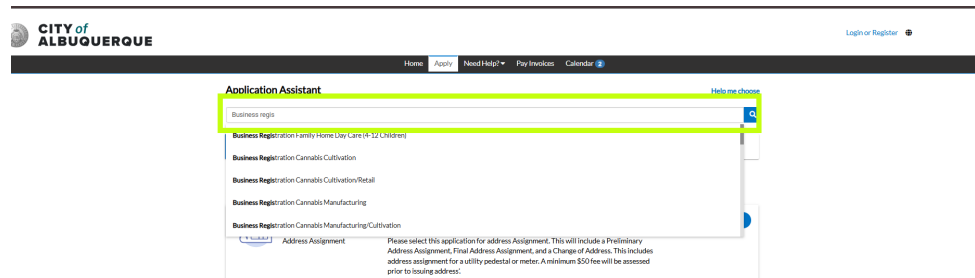
Click on the “Business License/Health Permits” Card.



### Step 4

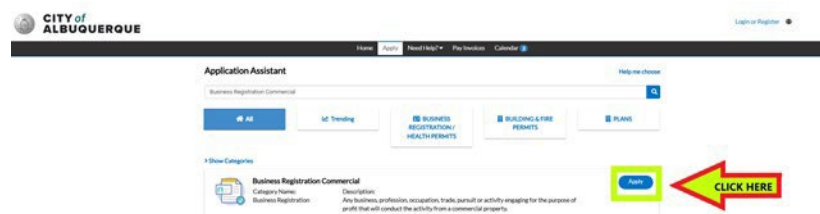
Select the appropriate Business License type. You can search by using key words related to the business type. Each “Business License” card type will give a description of what exactly each type is. If unsure please email us at [businesslicense@cabq.gov](mailto:businesslicense@cabq.gov). Note that fees are nonrefundable.

Each license type has its own regulations and set of required documentation.



### Step 5

After selecting the appropriate business application type click on “APPLY”. This will take you to the application type. **Note**, you may see previous business records. If all the details of the business are correct such as location address, Legal name and/or DBA, or any other legal entity details such as LLC, Sole-Proprietor etc. then you can use the same business details. If anything seems incorrect select “Create new business during application”.



<p><b>Step 6</b></p>	<p>Continue with the application by answering all the appropriate questions related to the business. This will include the physical location of the business, the business description for the business activity, contact information, etc.</p> <p>When adding the contact please ensure you are selecting your “<b>active</b>” account by searching for email attached to the online account.</p>										
<p><b>Step 7</b></p>	<p>Upload any required documentation. Each business type has different requirements. Ensure that everything requested is uploaded.</p> <p>However, all applications must include a current dated copy of the registration certificate provided by the NM Taxation &amp; Revenue Department. This document must be up-to-date and accurately represent the physical location address as stated on the registration certificate. No prior year dated copies will be accepted.</p>										
<p><b>Step 8</b></p>	<p>Pay any fees due. Local commercial businesses and some residential businesses will have an additional required “Fire &amp; Life Safety Fee” due apart from the license application review fee. Refer to the “Fire &amp; Life Safety Fee” scale.</p> <p>Call <b>505-764-6300</b> for <b>yearly fire &amp; life safety inspection</b>.</p> <table border="1" data-bbox="646 932 954 1119"> <thead> <tr> <th>SQUARE FOOTAGE</th> <th>FEE</th> </tr> </thead> <tbody> <tr> <td>UP TO 1,500 SQ/FT</td> <td>\$35.00</td> </tr> <tr> <td>1,501 SQ/FT - 6,000 SQ/FT</td> <td>\$100.00</td> </tr> <tr> <td>6,001 SQ/FT - 12,000 SQ/FT</td> <td>\$250.00</td> </tr> <tr> <td>12,001 SQ/FT OR GREATER</td> <td>\$400.00</td> </tr> </tbody> </table> <p><small>* DOES NOT INCLUDE OPERATIONAL, PLAN REVIEW, AND CONSTRUCTION PERMIT FEES</small></p>	SQUARE FOOTAGE	FEE	UP TO 1,500 SQ/FT	\$35.00	1,501 SQ/FT - 6,000 SQ/FT	\$100.00	6,001 SQ/FT - 12,000 SQ/FT	\$250.00	12,001 SQ/FT OR GREATER	\$400.00
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<p><b>Questions or Help</b></p>	<p>Email <a href="mailto:businesslicense@cabq.gov">businesslicense@cabq.gov</a> if you have any questions or require any additional assistance.</p>										

**New Mexico Taxation & Revenue Dept. website contacts page for required tax registration certificate:**

**[https://tap.state.nm.us/TAP/\\_/#0](https://tap.state.nm.us/TAP/_/#0)**

**If your business involves any of the following, please contact the appropriate department:**

**1. Contact Treasury Division, if your business involves any of the following:**

- a) For liquor licensing call (505)768-3398
- b) Pawn broking & lodging (hotel/motel operations) call (505)768-3446

**2. Contact Environmental Health Department at (505)768-2716 if your business involves any of the following:**

- a) Handling, preparing or serving of any consumable goods (ex. Food, drink etc.)
- b) Has a swimming pool
- c) Is a liquor/convenience store or bar lounge
- d) Involves emissions of regulated air pollutants-to include but not limited to gas stations, dry cleaners, paint & body shops, emergency generators, boilers or combustion equipment, activities that generate significant dust and/or other particulates as real property development & aggregate handling.

**3. Required annual Fire & Life Safety Inspection for all commercial businesses including some residential group homes, residential community residential facilities, etc.; call to schedule inspection with Fire Marshal's office at (505)764-6300.**

**\*\*\*If you are uncertain whether your activity required an air quality permit, contact the City of Albuquerque Environmental Health Dept. Small Assistance Program at (505)768-1972.**