ABQ-PLAN "How to apply for a Business License"

Website: https://cityofalbuquerquenm-energovweb.tylerhost.net/apps/selfservice#/home



Once on the ABQ-PLAN website click on "Login or Register". An account needs Step 1 to be established. Please note the previous "POSSE" system login credentials will not work in the new system. Login or Register Welcome to ABQ-PLAN Albuquerque's Planning Logistics and Networking M Step 2

	Click on "APPLY"		
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Step 3	Click on the "Bu	siness License/Health Permits" Card.	
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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		
	businessregistration@cabq.gov. Note that fees are nonrefundable.		
	Each license type has its own regulations and set of required documentation.		
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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".	
Step 6	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. When adding the contact please ensure you are selecting your " active " account. Your account name would appear in parenthesis for the active account required to use for the application.	
Step 7	Upload any required documentation. Each business type has different requirements. Ensure that everything requested is uploaded.	
	However, all applications must include a current dated copy of the registration certificate provided by the NM Taxation & Revenue Department. This document must be up-to-date and accurately represent the physical location address as stated on the registration certificate.	
Step 8	Pay any fees due. Local commercial businesses and some residential businesses will have an additional required "Fire & Life Safety Fee" due apart from the \$35 license application review fee. Refer to the "Fire & Life Safety Fee" scale. Call 505-764-6300 for yearly fire inspection. 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 * DOES NOT INCLUDE OPERATIONAL, PLAN REVIEW, AND CONSTRUCTION PERMIT FEES	
Questio n or Help	Email <u>businessregistration@cabq.gov</u> if you have any questions or require any additional assistance.	

New Mexico Taxation & Revenue Dept. contacts for required tax license certificate: 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 Inspection for all businesses including some home occupations; 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.