

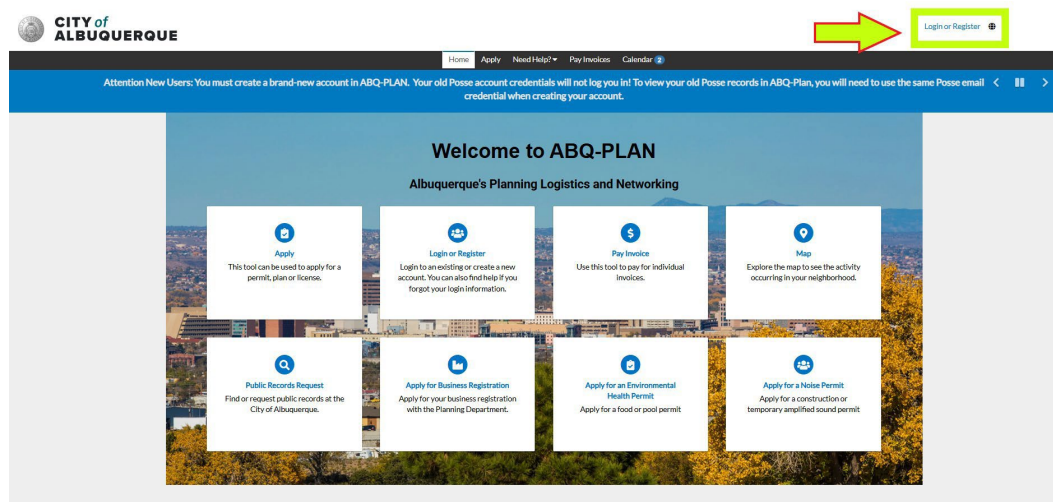
# ABQ-PLAN “How to Renew a Business License”

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

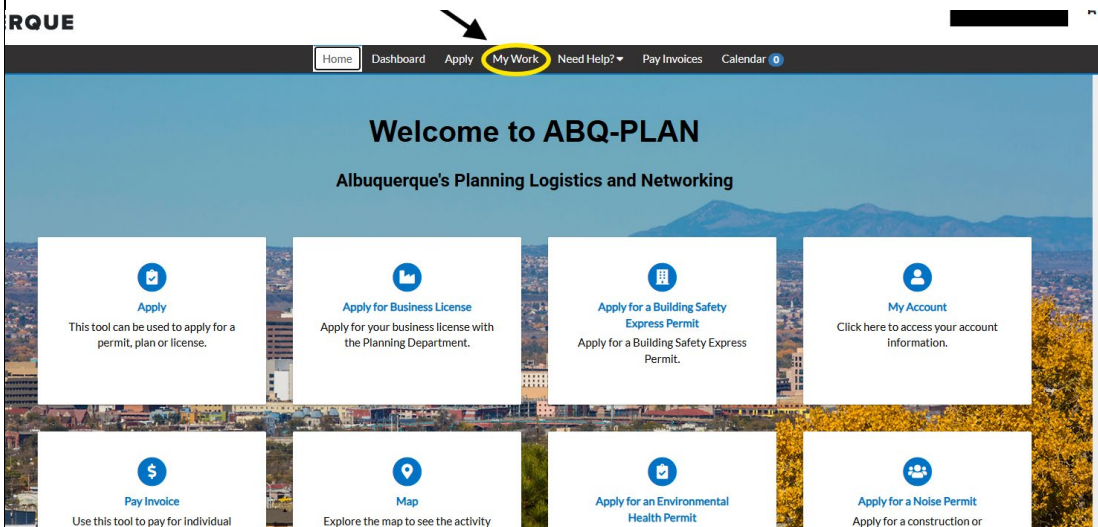


## Step 1

Once on the ABQ-PLAN website click on “Login or Register”.



Click on “MY WORK”



## Step 2

### Step 3

Click “Renew”

My Work

MY BUSINESS LICENSES

Search...

License Number	Renew	Name	DBA	Address	Status	Type	Applied
HB-2026-010303	<b>Renew</b>	TEST		600 2nd Street NW Albuquerque...	Expired	Business License Home Bas...	06/03/2026

Export to Excel

### Step 4

Begin with the renewal application by verifying your license type and description on Step 1 of the renewal application, and filling out all the appropriate questions related to the business on Step 2. This will include answering the acknowledgement box.

Click “Next” to continue

### Step 5

Attach a CURRENT YEAR copy of your NM Taxation & Revenue Registration Certificate. No prior year dated copies will be accepted. One can be obtained through your NM TAP online account. Once attached, click “Next” to continue.

Note: 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.

**IMPORTANT NOTICE:** All business license applications and renewals require a current dated copy of the NM Taxation & Revenue Department Registration Certificate, with the physical business address. A **current dated** copy can be obtained from your [NM TAP online account](#), ensure you upload page 2 of the NM Taxation & Revenue Department Registration Certificate. Please contact the NM Taxation & Revenue Department if you are unsure of how to obtain one **BEFORE** renewing a Business License. See instructions [here](#).

Upload current dated evidence of the registration certificate issued by the New Mexico Taxation & Revenue Department that matches the business name & business location on file. If unsure how to obtain one we recommend you visit their website for contact information to inquire on how to obtain one. <https://www.tax.newmexico.gov/contact-us/>

By submitting this application and accepting issuance or renewal of a Business License, the applicant acknowledges and agrees to comply with the Safer Community Places Ordinance, Albuquerque City Code § 13-7-1 et seq. The applicant understands that compliance with this ordinance is required and that violations may result in enforcement action by the City of Albuquerque, including but not limited to administrative penalties and the suspension, revocation, or denial of a Business License.

New Mexico Tax Revenue...

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf...

REQUIRED

Select Type

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf...

<b>Step 6</b>	Review your information on the renewal application, then click “SUBMIT”
<b>Step 7</b>	Pay any fees due. Once fees are paid, your application will go into queue for review. Applications are reviewed upon how they are received.
<b>Questions or Help</b>	Email <a href="mailto:businesslicense@cabq.gov">businesslicense@cabq.gov</a> if you have any questions or require any additional assistance.

**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.**

