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

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







| Step 5 | Search for "Temporary Business License" and click on "Apply" |
|----------------------|---|
| | Home Apply Need Help?▼ Pay Invoices Calendar () |
| | Application Assistant Help me choose |
| | Temporary Business Registration |
| | All La Trending BUSINESS BUILDING & FIRE PLANS REGISTRATION / PERMITS HEALTH PERMITS |
| | > Show Categories |
| | Business Registration Temporary Business Registration Apply Category Name: Description: Business Registration Temporary Business Registration for temporary events & special events which occur at a single location on a yearly or irregular basis where merchandise or services are sold within the City of Albuquerque. |
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| Step 6 | Continue with the application by answering all the appropriate questions related to the business and the temporary event. This includes the physical location of the business (includes out of State addresses), the location of the temporary event, the business description for the business-related activity, contact information, etc. |
| | When adding the contact please ensure you are selecting your "active" account. Your account name will appear in parenthesis for the active account. |
| | *Albuquerque International Balloon Fiesta concessionaires must be approved first through AIBF. If you are not on their approved list, you will be denied. |
| Step 7 | Upload the required documentation under attachments. |
| | A CURRENT DATED copy of the registration certificate issued by the NM Taxation & Revenue Department will be required, no exceptions. |
| | New Mexico Taxation & Revenue Dept. website for information on how to obtain the required tax registration certificate: |
| | https://tap.state.nm.us/TAP/_/#0 |
| Step 8 | Pay any fees due. For a Temporary Business License , the license application fee will be \$35. Fees are non-refundable, ensure that you apply for the correct application type. |
| Questions or Help | Email <u>businessregistration@cabq.gov</u> if you have any questions or require any additional assistance. |