

# 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, 3<sup>rd</sup> Floor  
**(505) 841-6200**  
[www.state.nm.us/tax](http://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 1<sup>st</sup> and 2<sup>nd</sup> 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 2<sup>nd</sup> Street NW, Lobby Floor  
505.924.3860  
\*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 Email: [zoning@bernco.gov](mailto:zoning@bernco.gov)

Rio Rancho: City of Rio Rancho Zoning Division, 3200 Civic Center Circle NE RR 87144  
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.corrales-nm.org](http://www.corrales-nm.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 4<sup>th</sup> 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 1<sup>st</sup> 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, 1500 Idalia Rd Bldg D, Bernalillo  
Main: 505.867.7500 Zoning: 505.867.7628

---

**3) Obtain a business license.**

Albuquerque: City of Albuquerque Treasurer's Office, 600 2<sup>nd</sup> Street NW, Plaza del Sol, Lobby Level  
505.768.3398 Email: [amchavez@cabq.gov](mailto:amchavez@cabq.gov)  
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, 111 Union Square St. SE, Suite 100, Alb. NM 87102  
505.314.0349  
<http://www.bernco.gov/apply-for-business-license-229820/>  
**Origination Fee: \$50.00**

Rio Rancho: Rio Rancho City Clerk, City Hall, 3200 Civic Center Circle NE RR 87144  
505.891.5004  
**Origination Fee: None Renewal Fee: \$35.00**

Corrales: Village of Corrales Service Clerk, 4324 Corrales Rd.  
505.897.0502 [www.corrales-nm.org](http://www.corrales-nm.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 Workforce Solutions (Department of Labor)

501 Mountain Rd NE, Albuquerque, NM 87103 Phone: 505.843.1900 Fax: 505.843.1991 <http://www.dws.state.nm.us/>

---

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

U.S. Internal Revenue Service, Albuquerque Office

5338 Montgomery NE, Albuquerque, NM 87109

505.837.5631 800.829.1040 800.829.3676 [www.irs.gov](http://www.irs.gov)

---

**6) Call for Workers' Compensation insurance information**

Workers' Compensation Administration

2410 Centre Ave SE P O Box 27198

Albuquerque, NM 87125-7198

505.841.6000 In-state Toll Free: 800.255.7965 <http://www.workerscomp.state.nm.us/>

---

***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:**

**Office of the Secretary of State** (NM Capitol Annex North, 25 Don Gaspar, Ste. 300, Santa Fe NM 87501)

505.827.4671 800.477.3632 [http://www.sos.state.nm.us/Business\\_Services/Corporations\\_Overview.aspx](http://www.sos.state.nm.us/Business_Services/Corporations_Overview.aspx)

**REGISTERING TRADEMARKS AND TRADENAMES & LIMITED PARTNERSHIPS:**

**Office of the Secretary of State** (NM Capitol Annex North, 25 Don Gaspar, Ste. 300, Santa Fe NM 87501)

505.827.4671 800.477.3632 [http://www.sos.state.nm.us/Business\\_Services/Overview.aspx](http://www.sos.state.nm.us/Business_Services/Overview.aspx)

**CONTRACTORS LICENSING SERVICE (CLSI):**

**Contractor's Licensing:** 2716 Garner Rd SW, Albuquerque, NM 87105,

505.452.8311 Fax: 505.452.8310 [www.contractorsnm.com](http://www.contractorsnm.com)

---

***Albuquerque Small Business Development Center***

CNM Workforce Training Center  
5600 Eagle Rock Avenue NE  
Albuquerque NM 87113

Phone: (505) 224-5250  
Fax: (505) 224-5256  
Email: [sbdc@cnm.edu](mailto:sbdc@cnm.edu)

*Updated 05/20/2014*