



Businesses in Commercial Location

WHO NEEDS A BUSINESS LICENSE?

- All businesses operating **from a physical office location within the Las Cruces city limits** are required to have a Business Registration
- **Mobile food vendors, security and alarm firms, and any door to door activity** conducted inside City limits DO require a license, regardless of the office location.
- Business conducted as an independent contractors under a **booth rental** agreement DOES require a license (ie hair stylist, tattoo, massage)

FEE: annual fee is **\$35** unless listed below

- | | |
|--|----------|
| ○ Alarm systems service and installation | \$ 50.00 |
| ○ Private investigators and private patrol operators | \$ 50.00 |
| ○ Pawnbrokers | \$100.00 |
| ○ Farmers' and crafts market | \$ 25.00 |
| ○ Flea markets, peddlers' markets | \$ 50.00 |
| ○ Canvassers, solicitors or peddlers (per person, 3months) | \$ 50.00 |
| ○ Food vending wagons and trucks (per vehicle) | \$ 40.00 |
| ○ Relocation of existing Business | \$ 10.00 |
| ○ Change of information other than physical location | no fee |
| ○ Reissue certificate (except because of error or change) | \$ 5.00 |

Late fee of \$10.00 will be assessed if business is in operation prior to securing license or if renewal is not received within 8 calendar days after expiration.

STANDARD REQUIREMENTS:

- All businesses must have a State of New Mexico Tax Identification Number (also known as a Combined Reporting System or CRS number). This may be obtained from:
New Mexico Taxation and Revenue Department
Office: 2540 El Paseo, Las Cruces, NM 88001 575-524-6225
Online: www.tax.newmexico.gov >> Businesses
- Businesses with employees, other than owners, must obtain a Federal Employee Identification number for those employees. This may be obtained from:
Internal Revenue Service
Office: 505 S Main St, Las Cruces, NM 88001 575-527-6903
Online: www.irs.gov >> Businesses >> Employer ID

Businesses in Commercial Location

PROCESS:

- Assemble a complete application to include the following:
 - City of Las Cruces License and Registration Application
 - Commercial Waste Questionnaire
 - Application fee in cash or check payable to City of Las Cruces
 - Proof of or Copy of State of New Mexico tax ID number (Also known as Combined Reporting System or CRS number)

- Deliver the application to the business registration office
 - Mail to PO Box 20000 Las Cruces NM 88004 (Do **NOT** mail cash)
 - Hand deliver to City Hall at 700 N Main Street, Ste 1100 Las Cruces NM

- Application will be circulated for review and/or site inspection by zoning department, building department and fire department.
 - Review generally takes 8 to 10 business days
 - Inspectors must be able to get into the facility
 - All remodeling/construction work must be complete
 - Shelving and equipment must be in place so inspectors can see final set-up

- Approved applications will be issued and mailed to the applicant.
 - If application is denied, applicant will be contacted to follow up directly with the inspector.

- Business Registrations are valid for one year of issuance. The City will send a notice 30 days in advance of renewal due date.

If you have questions, contact the Business Registration Office at (575)541-2287

online at www.las-cruces.org >> Business >> Business Registration

CITY OF LAS CRUCES	BUSINESS LICENSE & REGISTRATION APPLICATION
PO Box 20000, Las Cruces NM 88004	Office at 700 North Main Street – City Hall (575) 541-2287

State Tax ID Number: _____ - _____ - _____ - _____ - _____ - _____

Application Type: New _____ Change of Location or Use _____ Renewal _____

Anticipated Start Date: _____

Name of Business: _____

DBA (if different than business name) _____

Physical location of Business: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Business Owner's Name (if corporation, name of CEO/President) _____

Business is: _____ Individual _____ Partnership _____ LLC

 _____ Corporation _____ Non-profit Organization

Business Phone: _____ other contact number: _____

Type of Business (describe): _____

Business location is: _____ Home based _____ Commercial _____ Mobile

BUSINESS & PROPERTY INFORMATION

Number of Employees (include owner): _____ Days of Operation: _____

Sq. Footage of Building: _____ Hours of Operation: _____

On site contact name and number: _____

Will there be/Is there outside storage?	Y	N	
Will there be/Is there an outside retail sales area?	Y	N	
Does the business sell aerosol spray paint in can?	Y	N	
Does the business sell tobacco products?	Y	N	

APPLICANT'S SIGNATURE: _____ DATE: _____

BY ACCEPTING THIS APPLICATION, THE CITY DOES NOT GUARANTEE APPROVAL OF THE APPLICATION.

OFFICE USE ONLY	Date Rec'd:		Received by:		
CLC Receipt #:	Cash / Credit / Check #:		Amount:		
Building Department Approval	Y	N	Fire Department Approval	Y N	
Inspected by:	Date:		Inspected by:	Date:	
Zoning Approval	Y	N			
Reviewed by:	Date:				
Issued - By:	Cert #:	Date:	White – File	Yellow – other review	Pink – Fire

County Parcel ID: 02- _____

Zoning: _____



**City of Las Cruces Utilities Department
Regulatory and Environmental Services**

Commercial Liquid Waste Questionnaire

The purpose of this questionnaire is to determine your company's status as a Commercial User.

Company Name: _____ Facility Address: _____

Mailing Address: _____ Type of Business: _____

Contact Person: _____ Phone Number: _____

Check the following boxes as applicable (more than one box may be checked).

New permit New Address New Construction Remodel/Addition New License

1. Is your company connected to the City sewer system? Yes No

2. Is your business equipped with a grease interceptor, a sand interceptor or an oil/flammable liquid interceptor?
Yes No **If yes, the equipment must be maintained as specified by the City of Las Cruces Interceptor and Grease Trap Ordinance.**

3. Is your business a food service establishment (e.g. restaurant, bakery, deli, food processor, care facility w/kitchen).
Yes No **If yes, a grease interceptor may be required.**

4. Is your business a carwash or automotive service facility?
Yes No **If yes, a sand or oil interceptor may be required.**

5. Will your company discharge anything to the city sewer system other than domestic sewage (wastes from restroom and normal household activities) or more than 25,000 gallons per day?
Yes No **If yes, a discharge permit may be required as specified by the Liquid Waste Disposal Ordinance.**

6. Will toxic or hazardous materials be used or stored on the business premises. Yes No

7. Will your company discharge any liquid wastes to storm sewers, surface waters, fields or dry arroyos? Yes No

8. Will any liquid wastes be stored on site, recycled or removed by waste haulers? Yes No

If you answered "Yes" to any question 2-8, please explain briefly: _____

Describe activities or processes that will take place on site (food preparation, clothes washing, metal plating, printing, etc.):

Signed: _____ Date: _____ Title: _____

**If you have questions, contact the Pollution Prevention Office at 575-528-3596
online at www.las-cruces.org >> Business >> City Utilities**

City of Las Cruces

BUSINESS REGISTRATION - RENEWAL APPLICATION

Mail to: City of Las Cruces Business Registration PO Box 20000, Las Cruces, NM 88004

Hand Deliver at City Hall: 700 N Main Street, Las Cruces NM 88001

NM CRS Number: _____

Name of Business/Corporation: _____

DBA Name: _____

Physical Address: _____ Las Cruces, NM _____

Mailing Address: _____

Business Phone: _____

Owner's Name (President/CEO): _____

Type of Business: _____

THESE QUESTIONS/INFORMATION MUST BE ANSWERED EACH YEAR:

Sq ft of building/business space: _____

of Employees at this location: _____

Local Contact Name: _____ Local Phone # _____

Owner/Corporate Phone #: _____

SIGNATURE: _____ Date: _____

Payment must be included with renewal application:

- Commercial or home based business \$ 35.00
- Food vending wagons and trucks (per vehicle) \$ 40.00
- Current copy of food establishment/vending permit from the State of New Mexico Environment Department.
- Non-Profit Organization (attach documentation of non-profit status) \$ 25.00

Additional \$10.00 for late fee if renewal will not be received within 8 calendar days after expiration.

Additional requirements in place for door-to-door activity, security and alarm services, and pawnbrokers. Contact the Business Registration Office to renew these licenses.