

Home Based Businesses

WHO NEEDS A BUSINESS LICENSE?

- All businesses operating from a residence within the Las Cruces city limits are required to have a Home Occupation Registration. This ensures that all businesses meet applicable City Codes.

SPECIAL REQUIREMENTS:

- The operation of a business from a residential area may not negatively impact the neighborhood. Home based businesses must comply with all zoning code restrictions related to doing business in a residential area and must complete the Home Occupation Acknowledgement Form each year.
- Some Home Occupations also require State Licenses and inspection by the City of Las Cruces (i.e. child care with more than 6 children, food preparation, etc)

FEE: annual fee is **\$35**.

STANDARD REQUIREMENTS:

- All businesses must have a State of New Mexico Tax Identification 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

PROCESS:

- Assemble a complete application to include the following:
 - City of Las Cruces License and Registration Application
 - Home Occupation Acknowledgement Form
 - 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, New Mexico
- Application will be reviewed to verify that the type of activity is allowed in residential area. Approved applications will be issued and mailed to the applicant. If there are questions about the activity, the applicant will be contacted to follow up directly with the inspector.
- A Home Occupation Business License and/or Registration are valid for one year of issuance. As a courtesy the Business Registration office will send a notice 30 days in advance of renewal due date. **It is the responsibility of the business or appointed representative to renew and update information with the Business Registration Office as changes occur.**

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

HOME OCCUPATION ACKNOWLEDGEMENT FORM

Name of Business (please print)		CATEGORIES (check one)	x
Address of Business		Professional Office	
City, State, Zip Code		Professional Service	
Property Owner's Name		Instructional Service	
Type of Business (describe): _____ _____		Home Artisan	
		Small Item Repair	
		Babysitting/Child Care	

A business is allowed to operate out of a home only as long as it has an annual Home Occupation Business Registration and the existence of the business does not negatively impact the residential area. A home based business must meet the requirements of the Las Cruces Zoning Code. **PLEASE ACKNOWLEDGE YOUR UNDERSTANDING OF HOME OCCUPATION REGULATIONS BY SIGNING YOUR INITIALS AFTER EACH ITEM.** (Initials)

1. No more than one (1) person, other than permanent residents of the home, works at the home..... _____
2. The business use of the home is secondary to its residential use. Except for babysitting and child care services, no more than twenty-five (25) percent of the home's gross floor area, no more than five hundred (500) square feet, is used in conducting the business..... _____
3. Any business, or storage in connection with the business, must be totally enclosed inside the home or accessory building(s) and limited to services and items that are necessary to conduct the business or have been ordered, but not yet delivered. No for-sale alcoholic beverages are stored on the property _____
4. No direct sale of products off display shelves or racks occurs. Retail sales can only be conducted if product orders are placed in advance. Sales or service to customers must be arranged by appointment and scheduled so that not more than one customer vehicle is at the home at any time. This requirement includes the sale of firearms, but does not apply to a sales party or babysitting services..... _____
5. There must be no evidence of the conduct of a business from outside the property and no more than one (1) company-owned vehicle, (one (1) ton or less) which is also used for personal transportation purposes. This vehicle can have signs and advertising in accordance with the vehicle sign provisions of the Sign Code..... _____
6. No signs advertising a home based business or its products, except one sign up to one square foot in size, not lighted, and mounted flush against the building..... _____
7. No equipment or process that creates noise, vibration, glare, fumes, odor or electrical interference detectable at the property line can be used in a home based business, and no equipment or process that creates visual or audible interference for any radio or television receivers on and near the premises can be used in a home based business other than those normally found in a residential area..... _____
8. Toxic (pesticides, herbicides, rodenticides), explosive, highly flammable, combustible, corrosive, radioactive or restricted materials will not be used or stored at a home based business beyond the amount kept at a normal home or kept on hand to operate or maintain equipment and permitted by the City Fire Code..... _____
9. Home based business can not cause the use of a public utility (water, sewer, electricity or garbage collection) to more than double. The combined utility usage of the home and business cannot exceed twice the average usage for the twelve (12) months prior to the home based business beginning..... _____
10. A home based business can not cause the elimination of any required off-street parking for the home. On-street parking is allowed only if the residential appearance is maintained. Except for instructional, babysitting and child care services, no more than two customer vehicles per hour may frequent a home business. Deliveries in connection with and to the business is limited to: 1) no more than two deliveries per week for two-axle vehicle, 2) no more than one delivery per month for a three-axle vehicle, 3) no deliveries from vehicles with four or more axles, and 4) on-street parking by delivery vehicles near a home business is for delivery purposes only..... _____

By completing this form, the applicant/business owner acknowledges that he/she understands and will comply with the regulations for conducting a home occupation in accordance with the City's Municipal and Zoning Codes. All requirements to conducting a home occupation may be found in Section 38-52 of the Las Cruces Zoning Code, 2001, as amended. Applicant/Business Owner/property owner may be subject to misdemeanor prosecution for any violation of these regulations which may result in the Home Occupation being revoked. ALL HOME OCCUPATIONS ARE SUBJECT TO INSPECTION AT ANY TIME .

SIGNATURE: _____ **DATE:** _____

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: _____

THIS 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
- Proof of or Copy of State of New Mexico tax ID number
(Also known as Combined Reporting System or CRS number)
- 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.