

# VALENCIA COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT

444 Luna Avenue  
Los Lunas, NM 87031  
(505)866-2050 Fax: (505)866-2424  
www.co.valencia.nm.us



APPROVED  DENIED

## BUSINESS REGISTRATION/ HOME OCCUPATION APPLICATION

**BUSINESS REGISTRATION FEE:**  \$25.00  (\$35.00 ANNUAL RENEWAL FEE)

### PROPERTY INFORMATION

<b>LEGAL DESCRIPTION</b> TOWNSHIP _____ RANGE _____ SECTION _____	<b>ZONING:</b> _____ FLOOD ZONE: _____ BFE: _____	OTHER PERMITS ISSUED: V _____ TU _____ CU _____ PERMIT # _____
MAP _____ BOOK/CABINET _____ PAGE _____ TRACT/LOT _____ BLOCK _____ UNIT _____ SUBDIVISION/LANDS OF: _____	ELEVATION CERTIFICATE# - _____ PRE CONSTRUCTION _____ FINAL _____	LOMA _____ CLOMA _____ CLOM-F _____ APP#: _____

<b>R -</b>	<b>PROPERTY OWNER:</b>	<b>PHONE/EMAIL:</b>	
<b>MAILING ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>

<b>NAME OF BUSINESS:</b>	<b>6 DIGIT NAICS CODE:</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>BUSINESS ADDRESS:</b>	The North American Industry Classification System (NAICS) code is the national standard used for classifying business establishments, for assistance in identifying and indicating yours log on to the NAICS website at <a href="http://www.naics.com/search/">www.naics.com/search/</a>
AGENT (IF APPLICABLE):	NM CONTRACTOR LICENSE # (IF APPLICABLE):
<b>NM TAX IDENTIFICATION NUMBER (CRS #):</b>	

<b>TYPE OF BUSINESS:</b>
<b>DESCRIPTION OF BUSINESS ACTIVITIES:</b>

<b>OFFICIAL USE ONLY</b>	
APPLICATION RECEIVED BY:	DATE:
APPLICATION DEEMED COMPLETE:	DATE:
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	DATE:
BUSINESS REGISTRATION NUMBER:	RECEIPT NUMBER:

**I hereby verify that my current business operation and related activities are consistent with the Comprehensive Zoning Ordinance of Valencia County.**

**I hereby acknowledge that I have read this entire application and affirm that all of the provided information is correct. I agree to comply with the requirements of Valencia County and the State of New Mexico regulations as outlined in all applicable state laws and local ordinances. I understand that it is the responsibility of the business owner to report any changes in activity, address, or status.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# VALENCIA COUNTY

Community Development Department  
444 Luna Avenue  
Los Lunas, NM 87031  
(505) 866-2050 Fax: (505) 866-2424  
[www.co.valencia.nm.us](http://www.co.valencia.nm.us)



## PLANNING & ZONING BUSINESS REGISTRATION/ HOME OCCUPATION CHECKLIST

In the unincorporated areas of Valencia County, people are allowed to operate certain types of commercial enterprises from their homes. These types of business activities are commonly referred to as "home occupations". By definition, a home occupation must be incidental and secondary to the residential activities occurring on the property (Section 154.168, "Home Occupation" of the Valencia County Zoning Ordinance).

The Zoning Ordinance allows for one (1) of the two types of home occupations be conducted from a residential zoned property. The following limitations have been established as department policy for home occupations requiring conditional use approval to ensure that the "business component" taking place on the site remains less intense than the primary activities:

- Customers, patrons, or clients can come to the property no more than four (4) days each week
- Up to five (5) clients per day with no more than one (1) client per session;
- All clients must be on a by-appointment-only schedule.

For businesses exceeding these limits, relocation of the activity to a commercially zoned property or securing of a Conditional Use Permit to operate from the site is required.

### **TYPE 1 – PERMISSIVE USE:**

This type of home occupation is allowed to occur if:

- The business has a current Valencia County business registration.
- The business is clearly incidental and secondary to the use of the premises for a dwelling.
- The business has no exterior display (including signage).
- The business has no exterior storage of materials.
- The business does not emit nuisances (noise, odors, etc.).
- The business only employs members of the family who live in the dwelling.
- The business does not occupy more than 25% of the floor area of the dwelling or more than 600 square feet of an accessory building. These types of home occupations may include medical transcription, telemarketing, Internet sales, or mail-order businesses.

### **TYPE 2 – CONDITIONAL USE:**

This type of home occupation is allowed to occur if:

- The business owner obtains conditional use approval from the Planning & Zoning Commission to permit
- Clients, customers, patients, patrons or similar individuals or groups to come to the property; and/or
- Up to a single, additional employee to work on the site.
- All other standards of Type 1 home occupations are met.

These types of home occupations may include swimming lessons, counseling services, or a home office with up to one employee.

### **TO REQUEST HOME OCCUPATION APPROVAL**

TYPE 1	TYPE 2
Obtain a business tax identification number from the State of New Mexico Taxation and Revenue Department	Submit conditional use application
Complete the Valencia County Business Registration application-Home	\$100.00 fee/ attend Public Hearing
\$50.00 initial fee Or \$35.00 renewal fee	<b>IF APPROVED:</b> Meet all requirements of Type 2 Home Occupation

# VALENCIA COUNTY

Community Development Department  
444 Luna Avenue  
Los Lunas, NM 87031  
(505) 866-2050 Fax: (505) 866-2424  
[www.co.valencia.nm.us](http://www.co.valencia.nm.us)



## BUSINESS REGISTRATION HOME OCCUPATION CHECKLIST

The application will be reviewed based on the information you have provided in your application. If approved, a business license certificate will be granted for your stated activities.

Please describe, in detail, your proposed activity on this site.

---

Will your business activity constitute a new use/activity at this location? No  Yes   
*If answered "Yes" please list the previous activity:*

---

Will your business be the primary or most important use on the property? No  Yes   
*If answered "No" please list the other uses:*

---

Will there be any employees of the business who live on the property? No  Yes   
*If answered "Yes", please provide additional information below:*

---

Will merchandise be sold, displayed or manufactured on the property? No  Yes   
*If answered "Yes", please provide additional information below:*

---

Will any business activity be conducted outside in the yard, patio or open courtyard? No  Yes   
*If answered "Yes", please provide additional information provided below:*

---

Will the business occupy more than 25% of the floor area of the home? No  Yes   
*If answered "Yes", please provide a list of these:*

---

Will the business occupy more than 600 square feet of a storage shed, garage, or workshop? No  Yes   
*If answered "Yes", please provide a list of these:*

---

Will there be outside indication or evidence of the business (signage, storage, commercial parking, etc.)? No  Yes   
*If answered "Yes", please provide a list of these:*

---

Will there be vehicular traffic to and from the property related to the business (customers, clients, deliveries, etc.)? No  Yes   
*If answered "Yes", please describe:*

---

You will be required to provide adequate parking. If activity is related to a zoning permit, specific conditions will apply. You may schedule a meeting with a Planner (314-0350) if you have further questions.

---

*By signing my name on the business licenses application, I am verifying that the statements I have provided are true and accurate. I acknowledge that the activity I am conducting, on the site, is permissive per the Comprehensive Zoning Ordinance of Valencia County. I understand that that it is my responsibility to renew my business license every year, prior to the expiration date and that I must report any change in activity, address, ownership, or status.*

Printed Name

Signature

Date

**The granting of a Valencia County business registration does not waive any other applicable requirements or imply approval of other applicable standards. For certain activities, additional licenses, and/or approvals from local, state, and federal agencies may be required.**



## VALENCIA COUNTY FIRE DEPARTMENT

444 Luna Avenue Los Lunas, NM 87031

(505) 866-2040

January 2018

RE: Annual Fire Safety Inspections for Valencia County Business Owners

Dear Business Owner,

Valencia County Ordinance number 2013-01; which adopts the 2006 International Fire Code with local amendments requires for all businesses to obtain a Fire Safety Inspection from the Valencia County Fire Department. This permit will be issued upon approval of your annual fire and life safety inspection; which is conducted by the Fire Prevention Bureau. The Fire Safety Inspection is an addition to any other permits your business may be required to have to operate, i.e. cutting and welding, dispensing of fuel.

The purpose of the annual fire safety inspection is to provide the Valencia County Fire Department with current business owner contact information, identify the operations or processes being conducted at your business, and to ensure that your business meets the minimum fire and life safety requirements of the Valencia County Fire Code. The goal is to minimize potential damage and loss of revenue to your business through quick contact with your business representative in the event of an emergency, and to reduce potential hazards that could cause a fire. Identifying current operations at your facility also allows fire personnel the ability to respond with the appropriate resources to minimize damage caused by fire or other catastrophic events

If you have any questions or concerns regarding this matter, please contact the Valencia County Fire Assistant Chief of Operations at (505) 866-8746.

Sincerely,

Casey Davis,  
Assistant Chief of Operations  
Inspector/Investigator  
Valencia County Fire Department