



Valencia County Business Registration Procedures:

1. Please make sure you have registered your business with the New Mexico Department of Taxation and Revenue to obtain a CRS number (CRS #). This is required for all person(s) wishing to operate a business in Valencia County. You will need to provide a copy of the number for our records.
 - **You can apply online at: www.tax.newmexico.gov or in person at 5301 Central Ave., Albuquerque, NM Phone: (505)827-0700. Monday –Friday 8am-5pm**
2. Fill out the Business Registration form completely. Please read the front and back to ensure you understand the application.
3. **Commercial Businesses:** You will need to provide a copy of your lease agreement for the property you are registering your business at. If your business is such that customers will be coming to your facility, you are required to obtain an inspection by the Valencia County Fire Marshall. You may contact Casey Davis at (505) 866-2040 to schedule your inspection. You will need to provide proof of inspection before applying for your business registration. This inspection is required for both new business licenses and those who want to renew a business license.
4. **Restaurants & Mobile Food Vendors:** You will need to provide a copy of your NMED Food Permit before applying for your business registration. You are also required to obtain an inspection by the Valencia County Fire Marshall. You may contact Casey Davis at (505) 866-2040 to schedule your inspection. You will need to provide proof of inspection before applying for your business registration. This inspection is required for both new business licenses and those who want to renew a business license.
5. **Residential Businesses:** If you are not the property owner and are renting the property for which you are applying for a business license, you will need to provide a notarized letter from your landlord giving you permission to register your business at this location.
6. If your business is located outside of the unincorporated area of Valencia County you will need to provide the following:
 - a) A copy of your NM Taxation and Revenue number (CRS #)
 - b) A copy of your business license from your home jurisdiction (for example: if your business is based out of Bernalillo County, please provide a copy of your Bernalillo County Business license).
 - c) If you are a contractor (electrical, general, etc.) please provide a copy of your contractor's license as well.
7. Door to door vendors must also obtain a permit from the Planning and Zoning department as well.
8. Please contact the Planning & Zoning Department if you are considering any of the following:
 - a) Day Care facility with more than 6 children
 - b) Any facility that is not commercial in which customers will be coming to your property
 - c) If you are considering putting a sign up to advertise your business.

Thank You,

Valencia County Planning & Zoning Office
444 Luna Avenue, PO Box 1119
Los Lunas, NM 87031
Office: (505) 866-2050
Fax: (505) 866-2424
kerrie.maes@co.valencia.nm.us



Valencia County Business Registration
 444 Luna Ave. /Po Box 1119, Los Lunas, NM 87031
 (505) 866-2050

Business Name: _____

Physical Location: _____

Mailing Address: _____

Business Phone: _____

Owner Info: Name: _____

Address: _____

Phone: _____

Email: _____

Business Type: _____ INDIVIDUAL _____ PARTNERSHIP _____ CORPORATION _____ LLC

Please provide a copy of the following:

1) NM Tax ID#: _____

2) A copy of other Licenses held by applicant required for operation of business (examples would be Contractors License, Beauticians License, Food Establishment Permit, etc.)

Will the business be ran out of your home? _____ Yes _____ No

If the business is being run out of your home please explain the type of business you will operate and how the home will be used for the business (*example: Handmade soaps, one room used for computer, etc. ...*)

Business Registration Fee- \$25.00

- I understand that it is illegal to engage in or to continue any business, trade or profession subject to a business license without first obtaining such license from Valencia County. Failure to obtain a business license is punishable by a fine or imprisonment or both within the discretion of the Court. Also, each day's continuance in business without proper privilege license shall be and constitute a distinct and separate offense. In addition, there is a penalty of \$10 for all Business Registrations not paid in full by March 16th of each year.
- I hereby certify that I have made inquiry concerning the regulations of Valencia county and that the business to be conducted will fully comply with the requirements and all county ordinances and state laws regarding same and that I understand I am subject to periodic inspections in accordance with New Mexico statute.
- I also understand that I will not place any signage on my property advertising my business or I will have to obtain a Conditional Use Home Occupation Certificate.
- I understand that there is to be no stock piling of materials on the property

Applicant's Printed Name: _____

Applicant's Signature: _____ Date: _____



Valencia County Business Registration
444 Luna Ave. /Po Box 1119, Los Lunas, NM 87031
(505) 866-2050

This Page For Office Use Only

Application received on: _____

Application Received by: _____

Planning & Zoning Department: (Attach Property Record Card and Zoning Verification Aerial)

Location Zoned: _____ Account: _____

Code Enforcement Department: _____ Flood Zone: _____

Are there any violations on the property: No _____ Yes _____ (If Yes, attach proof of violation(s))

Valencia County Fire Department Inspection Required? (If yes attach Fire Inspection Certificate)

No _____ Yes _____ Fire Inspection Completed On: _____

Notes/Comments: _____

Application Approved By: _____

Title: Community Development Director

Business License #: _____

Date: _____