Temporary Businesses or Special Events

WHO NEEDS A BUSINESS LICENSE?

- Businesses operating within the Las Cruces city limits are required to have a Business License even if they are operated on a short term basis (temporary stand).
- Permanent Business that expand beyond the scope of the regular location for a special event or sale are required to license that event. (off site tent sale or parking lot sale).
- Community events that **EITHER** charge admission **OR** sell food or merchandise (whether held for profit or not).
  - Auction
  - Carnival/Circus or Kiddie Carnival
  - Christmas Tree Stand
  - Community Special Event (Renaissance Fair, Air Shows)
  - Distress Sale (going out of business, fire sale)
  - Fireworks stand
  - Flea Market (temporary)
  - Non-seasonal stand (rugs, sun glasses)
  - Outside Displays and Sales (on same location as permanent business)
  - Seasonal Stand (produce, holiday items)
  - Sporting Event, Outdoor Concert, Entertainment (air show, festival)
  - Tent Sale/Event (retail, religious, entertainment)

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**
  
  2540 El Paseo Las Cruces, NM 88001
  
  524-6225

- Businesses with employees, other than owners, must obtain a Federal Employee Identification number for those employees. This may be obtained from:
  
  **Internal Revenue Service**
  
  505 S. Main (Loretta Town Center) Las Cruces, NM 88001
  
  Local: 527-6903 1-800-829-4933

- All temporary business applications must include written authorization of land owner.
- Site plan of property showing the proposed location of the event within the property, setbacks, parking area, etc.
SPECIAL REQUIREMENTS:
- Specific business types require additional information such as proof of insurance, State licensing, and/or tent safety certificates. Please contact the Business registration Office for specific requirements.

FEE: Temporary Licenses are issued for a specific time period and fees vary based on activity and duration.

- Auction $40 per event
- Carnival/Circus or Kiddie Carnival $100 per day ($25 kiddie)
- Christmas Tree Stand $35 per location
- Community Special Event $150 per event
- Distress Sale varies
- Fireworks stand $25 per event/per location
- Flea Market $50 per event
- Non-seasonal stand $35 up to 30 days
- Outside Displays and Sales $10 per day
- Seasonal Stand $50 up to 90 days
- Sporting Event, Outdoor Concert, Entertainment $40 non-profit $50 for profit
- Tent Sale/Event varies

Late Fee (assessed if business is in operation prior to securing a license) $10.00/day

PROCESS:
- Complete, sign, and date the following:
  - City of Las Cruces Temporary Business Application
  - Fee payment cash or check payable to City of Las Cruces
  - Proof of or copy of State tax number (Also known as Combined Reporting System or CRS number)
  - All applicable attachments

- Deliver the application to the business registration office
  - Mail to: City of Las Cruces Attn: Business Registrations PO Box 20000 Las Cruces NM 88004 (Do NOT mail cash)
  - Hand deliver to City Hall at 700 North Main St, Ste 1100 Las Cruces, New Mexico

- Application may be circulated for review and/or inspection by zoning department, building department, and fire department.

- Some licenses can be issued on the same day. Any activity utilizing a tent will require inspection and should be submitted at least 3 business days in advance

If you have questions, contact the Business Registration Office at (575)541-2287
Online at www.las-cruces.org >> Business >> Business Registration
State Tax ID Number: _____  _____ - _____  _____  _____  _____  _____  _____  _____  _____ - _____  _____  _____

Application Type: Seasonal stand _____  Non-seasonal stand _____  Fireworks _____  Christmas Trees _____

Circus/Carnival _____  Auction _____  Sporting Event/Concert/Exhibition _____  Special Event _____

Flea Market _____  Outside sales/display _____  Tent Sale _____  Distress Sale _____

Physical location of event: _______________________________________________________

Hours of Operation: _____________________________________________________________

Name of Land owner: ___________________________________________________________

Anticipated Start Date: ___________________________  End Date: _______________________

Name of Business: _______________________________________________________________

Business Owner’s Name: _________________________________________________________

Mailing Address: _______________________________________________________________  City: ___________  State: _____  Zip: ______

Business Phone: ___________________________  local contact number: ___________________

REQUIRED ATTACHMENTS

Site plan  Self-Inspection Form  Traffic Flow/Control  Parking  Dust Control

Land owner authorization  Adjacent property notification  List of participating vendors

NM Ride Inspection Cert.  NM Ag Cert.  NM Fire Marshal Certificate

Fire retardant tent certificate  Insurance Cert.  Distress Sale Acknowledgement

APPLICANT’S SIGNATURE: ___________________________________________  DATE: ____________

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

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
<th>Date Rec’d:</th>
<th>Received by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLC Receipt #:</td>
<td>Cash / Credit / Check #:</td>
<td>Amount:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building Department Approval</th>
<th>Y</th>
<th>N</th>
<th>Fire Department Approval</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspected by:</td>
<td></td>
<td></td>
<td>Inspected by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
<td></td>
<td>Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zoning Approval</th>
<th>Y</th>
<th>N</th>
<th>Econ Dev Approval</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed by:</td>
<td></td>
<td></td>
<td>Reviewed by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
<td></td>
<td>Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issued - By:</th>
<th>Cert #:</th>
<th>Date:</th>
<th>White – File</th>
<th>Yellow – other review</th>
<th>Pink – Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Parcel ID:</td>
<td>02-</td>
<td>Date:</td>
<td>White – File</td>
<td>Yellow – other review</td>
<td>Pink – Fire</td>
</tr>
</tbody>
</table>

Zoning: ___________________________