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 88044     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.

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<th>Date Rec’d:</th>
<th>Received by:</th>
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<tr>
<th>Building Department Approval</th>
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<tr>
<td>Fire Department Approval</td>
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Inspected by: ____________________________ Date: ____________________________

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<tr>
<th>Zoning Approval</th>
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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.