



## Liquor License Regulations in the City of Las Cruces

In order to sell or serve alcohol within the City of Las Cruces, a business must have:

- a State liquor license
- a State tax ID
- a City Business license AND
- a City liquor license

### State Licensing Information

The State Alcohol and Gaming division administers the licensing provisions of the New Mexico Liquor Control Act. To get a liquor license, a business works through the State offices. If the State issues a preliminary approval, they contact the City of Las Cruces.

When the City of Las Cruces receives notification from the State Alcohol and Gaming Division, a staff review of the license is completed.

- The traffic department prepares a traffic investigation report which considers traffic volume, access, roadway development and speed limit.
- The planning department prepares a license impact report that looks at zoning; adjacent land uses; distances to schools, churches and military installations; and parking requirements.
- The fire department conducts an inspection or plan review of the building to ensure that it complies with applicable fire codes.
- The police department review crime statistics in the area to determine if there are any concerns.

The City's legal department schedules a public hearing within 45 days of receiving preliminary approval from the State Alcohol and Gaming Division. The public hearing is scheduled during a regular city council meeting (the 1<sup>st</sup> or 3<sup>rd</sup> Monday of the month). A notice of the meeting is published in the *Las Cruces Sun-News* and the *Las Cruces Bulletin* at least twice before the meeting. The \$300 or \$600 administrative fee must be received before the hearing. City legal staff will contact the applicant regarding the date of the hearing and arrange payment of the fee.

At the city council meeting, any interested parties have an opportunity to comment on the request and then the City Council will vote to approve or deny. The City will notify the State of their decision. The State will issue the liquor license.

## New Mexico Regulation & Licensing Department Alcohol and Gaming Division

2550 Cerrillos Road 2<sup>nd</sup> Floor

P.O. Box 25101

Santa Fe, New Mexico 87504

Main Line: (505) 476-4875 Fax: (505) 476-4595

Email: [AGD@state.nm.us](mailto:AGD@state.nm.us)

## City Licensing Information

After a business has a state liquor license and a city business registration, they can apply for a city liquor license. **A business must have the city liquor license prior to serving or selling any alcohol.**

**FEE:** annual fee is **\$250** unless listed below

**\$10.00 Late fee** will be assessed if the business is in operation prior to securing the appropriate license or if renewal is not received before July 8th of each renewal period.

### **PROCESS:**

- Assemble a complete application to include the following:
  - City of Las Cruces Liquor License Application
  - 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: 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 N Main St., Ste 1100 Las Cruces, NM
- Approved applications will be issued and mailed to the applicant.
- Business Registrations are valid for one year of issuance. The City will send a notice 30 days in advance of renewal due date.

## Chapter 5 of the Las Cruces Municipal Code

- It shall be unlawful for any person except a licensed state wholesaler, rectifier or agent of either, to sell or offer for sale any alcoholic beverages in the city until he shall have secured a city license to do so. **Sec. 5-31**
- No license shall be issued under this article until the applicant has first obtained a state license. **Sec. 5-32**
- Every applicant for a license required under this article and every applicant for renewal of a license issued under this article, before receiving the license shall pay a \$250.00 license fee for each place of business in the city. **Sec. 5-34**
- In addition to any license fee required by section 5-34, any applicant for the issuance or transfer of a liquor license made pursuant to NMSA 1978, § 60-6B-1 et seq. shall pay, upon receipt of the application by the city, an administrative handling fee of \$600.00, which includes publication costs. Any applicant for change of ownership only or a restaurant beer and wine license made pursuant to NMSA 1978, § 60-6B-1 et seq. shall pay an administrative handling fee of \$300.00. **Sec. 5-38**

**If you have questions, contact the Business Registration Office at (575)541-2287**  
**Online at [www.las-cruces.org](http://www.las-cruces.org) >> Business >> Business Registration**

<b>CITY OF LAS CRUCES</b>	<b>LIQUOR LICENSE APPLICATION</b>	
<b>PO Box 20000, Las Cruces NM 88004</b>	<b>Office at 700 North Main Street – City Hall</b>	<b>(575) 541-2287</b>

State Tax ID Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Application Type:    New \_\_\_\_\_                      Change of Information \_\_\_\_\_                      Renewal \_\_\_\_\_

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: \_\_\_\_\_

Business Registration Certificate number \_\_\_\_\_ expires \_\_\_\_\_

State Liquor License number \_\_\_\_\_                      **SUBMIT A COPY WITH THIS APPLICATION**

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
**BY ACCEPTING THIS APPLICATION, THE CITY DOES NOT GUARANTEE APPROVAL OF THE APPLICATION.**

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**PAYMENT INFORMATION**

Annual license fee is \$250.00

\$10.00 late fee applies to any application not completed (including receipt of State license) before July 8.

All liquor licenses expire on June 30. License fee is not pro rated.

Please make checks payable to City of Las Cruces.

<b>OFFICE USE ONLY</b>	Date Rec'd:	Received by:
CLC Receipt #:	Cash / Credit / Check #:	Amount:
<b>Issued - By:</b>	Cert #:	Date: