

# BERNALILLO COUNTY

Planning & Development Services  
111 Union Square SE, Suite 100  
Albuquerque, NM 87102  
(505) 314-0350 Fax: (505) 314-0480  
www.bernco.gov



## PERMITTING CENTER

### BUSINESS REGISTRATION COMMERCIAL ENTERPRISE APPLICATION

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

The applicant shall comply with all applicable Bernalillo County ordinances and regulations within 90 days of approval of this application. It is the responsibility of the business owner to report any changes in activity, address, or status.

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

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

<b>OWNER OF BUSINESS</b> If different from Property Owner, Agent Authorization form is required.	PROPERTY OWNER	TODAY'S DATE	
MAILING ADDRESS	CITY	STATE	ZIP
E-MAIL	PHONE	MOBILE	

<b>NAME OF BUSINESS</b>	SPECIFIC ACTIVITY	TYPE OF BUSINESS	
BUSINESS ADDRESS	CITY	STATE	ZIP
E-MAIL	PHONE	MOBILE	
NM CONTRACTOR LICENSE # (IF APPLICABLE)	TYPE	6 DIGIT NAICS CODE: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
OFFICE OF HEALTH AND SOCIAL SERVICES (IF APPLICABLE):		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.census.gov/naics/">www.census.gov/naics/</a> .	
FEE: <b>\$50.00</b> (\$35.00 - Annual Renewal Fee)	<b>NM TAX IDENTIFICATION NUMBER (CRS #)</b>		
<i>IT IS THE RESPONSIBILITY OF THE BUSINESS OWNER TO RENEW THE BUSINESS LICENSE ANNUALLY. LICENSES WHICH ARE UNRENEWED OR UNRESOLVED WITHIN 30 DAYS OF THE EXPIRATION DATE, WILL BE EXPIRED.</i>			
If you do not have a State Tax ID number, you will need to obtain one before this application can be submitted. You may contact Taxation & Revenue at 841-6200, or visit their website at <a href="http://www.state.nm.us/tax/">www.state.nm.us/tax/</a> , or you can visit them at 5301 Central Ave. NE (NE corner of San Mateo & Central).			

#### FOR OFFICE USE ONLY

BUSINESS REGISTRATION NUMBER	RECEIPT NUMBER	ZA, CSU # (If Applicable)
PROPERTY INFORMATION (Zone Designation, Atlas Page, UPC #, Legal Description, etc.)		
COMMENTS		

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### AGENT'S AUTHORIZATION FORM

This form is used to allow **someone other than the registered owner** of a specific parcel or property to act on behalf of the owner for a proposed permit and/ or request.

_____	
ADDRESS OF SUBJECT PROPERTY	
_____	_____
NAME OF PROPERTY OWNER *	PERMIT APPLICANT/AGENT'S NAME
_____	_____
ADDRESS OF PROPERTY OWNER	PERMIT APPLICANT/AGENT'S ADDRESS
_____	_____
CITY, STATE, ZIP	CITY, STATE, ZIP
_____	_____
PHONE NUMBER	PERMIT APPLICANT/AGENT'S PHONE NUMBER

I, \_\_\_\_\_, the legally registered property owner for the site located at \_\_\_\_\_, which is situated within the unincorporated area of Bernalillo County, hereby authorize the referenced individual and/ or company to submit applications and act as my agent concerning the following request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*If you are a legally assigned representative (i.e. manager, president, etc.) of a company/ corporation/estate which owns the property, please provide proof of your endorsement from that company/corporation/estate.*

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE      DATE

\_\_\_\_\_  
PERMIT APPLICANT/AGENT'S SIGNATURE      DATE

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### BUSINESS REGISTRATION COMMERCIAL ENTERPRISE 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.

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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 only 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 provided 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 outdoors?  No  Yes  
If answered "yes", please provide additional information below:

---

Provide Information regarding signage for your proposed business:

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You will be required to provide adequate seating, parking, and landscaping. If activity was approved through a zoning permit, specific conditions will apply. You may schedule a meeting with a Planner (505) 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 Bernalillo 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 Bernalillo 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.



**BERNALILLO COUNTY FIRE DEPARTMENT  
FIRE PREVENTION BUREAU  
6840 SECOND ST., NW SUITE 302  
ALBUQUERQUE, N.M. 87107  
505-486-1340**

**June 24, 2015**

Dear Business Owner,

Bernalillo County Ordinance number 2012-07; which adopts the 2009 International Fire Code with local amendments. Part of these amendments is a requirement for all businesses to obtain a Fire Safety Permit from the Bernalillo County Fire Prevention Bureau to conduct business. This permit will be issued upon approval of your annual fire and life safety inspection; which is conducted by the Fire Prevention Bureau. The permit is required to be posted next to your Bernalillo County Business License. The Fire Safety Permit 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 and life safety inspection is to provide the Bernalillo County Fire Department with current business owner contact information, identify the operations or processes being conducted at your business, as well as to ensure that your business meets the minimum fire and life safety requirements of the Bernalillo 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 please contact the Bernalillo County Fire Marshal at 505-468-1340.

Sincerely,

Fire Marshal Chris Gober  
Bernalillo County Fire Department



## Bernalillo County Fire Marshal's Office

### Fire Code Policy

### Fire Safety Permit

References: 2009 International Fire Code Section: 105.1.2

## Fire Safety Permit

### 1. Purpose:

To provide Fire Safety Permit requirements for business owners or responsible parties who wish to conduct a business within Bernalillo County.

### 2. Scope:

This policy applies to all businesses in which the Fire Marshal's Office has authority.

### 3. Background:

Bernalillo County has recently adopted the 2009 International Fire Code with local amendments; Ordinance number 2012-07. Part of these amendments is a new requirement for all businesses to obtain a Fire Safety Permit from the Bernalillo County Fire Prevention Bureau to conduct business. This permit will be issued upon approval of your annual fire and life safety inspection; which is conducted by the Fire Prevention Bureau. The permit is required to be posted next to your Bernalillo County Business License. The Fire Safety Permit is an addition to any other permits your business may be required to have to operate, i.e. cutting and welding, dispensing of fuel.

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### **2009 International Fire Code Section 105.1.2 Types of Permits (as amended).**

**105.1.2 Types of Permits** There shall be three types of permits as follows:

1. **Operational Permit.** An operational permit allows the applicant to conduct an operation or a business for which a permit is required by Section 105.6 for either :
  - 1.1 A prescribed period
  - 1.2 Until renewed or revoked
2. **Construction Permit.** A construction permit allows the applicant to install or modify systems and equipment for which a permit is required by Section 105.7
3. **Fire Safety Permit.** A fire safety permit allows the applicant to conduct business with in Bernalillo County and requires the applicant to provide business information annually or as required by the Fire Code Official. The permit is valid for one year from date of issuance, unless revoked by the Fire Code Official.

**Exception:** Home based businesses are not required to obtain a Fire Safety Permit.

#### **4. Requirements:**

##### **Fire Marshal's Office specifics:**

- A. All Businesses within Bernalillo County must have a current Fire Safety Permit issued by the Bernalillo County Fire Prevention Bureau to conduct a business.  
**Exception:** Home based businesses other than residential treatment facilities.
- B. All Businesses within Bernalillo County must have a fire and life safety inspection at least once a year. Higher hazard businesses as determined by the Fire Marshal may be inspected more frequently depending on the operation and processes being conducted.
- C. Upon approval of the fire and life safety inspection the Fire Prevention Bureau will issue the Fire Safety Permit.
- D. The Fire Safety Permit is valid for one (1) year.
- E. The Fire Safety Permit must be posted in a conspicuous space.
- F. The Fire Safety Permit is in addition to any other operational permits that may be required, and a current Bernalillo County Business License.

If you have any questions please call the Fire Marshal's Office at (505)468-1340.

## Dgtpcrkm'Eqwpv' Fire Department Fire Code Self-Inspection Guide Sheet

### *Occupancy Classification: Commercial Self-Inspection Fire and Life Safety Checklist*

Please review the potential hazards and/or conditions listed below and determine if your business is in compliance with the indicated requirement. Hazards or conditions not in compliance should be corrected immediately. Items listed may not apply to all occupancies inspected. If a question or concern arises please contact the Dgtpcrkm'Eqwpv' Fire Department Fire Prevention Bureau at (727) 481-3562.

- ❑ **Building Address:**
  - ❑ Legible from the street.
  - ❑ All rear and side access doors should be addressed or labeled to indicate the space or business it serves.
- ❑ **On-Site Fire Hydrants:**
  - ❑ No obstructions within 3' of the sides and rear and unobstructed from the front.
  - ❑ Clear height to bottom of large hose outlet of at least 1 foot.
  - ❑ Hydrants subject to vehicular damage must properly be protected from vehicles.
- ❑ **Knox Box:**
  - ❑ Contains proper keys & applicable access codes for your business.
- ❑ **Fire Protection Systems:**
  - ❑ Systems properly inspected & maintained:
    - ❑ Fire sprinkler system
    - ❑ Fire alarm system
    - ❑ Fire standpipe system
    - ❑ Commercial cooking hood system
  - ❑ Fire department connection (FDC) on exterior of the building is unobstructed.
- ❑ **Portable Fire Extinguishers:**
  - ❑ Minimum 5-pound A-B-C type for general-purpose areas.
  - ❑ 75 feet maximum travel distance.
  - ❑ K-rated extinguisher for commercial kitchen hood systems.
  - ❑ Annual inspection required.
  - ❑ 6-year maintenance for dry chemical or water extinguishers.
  - ❑ 12-year hydrostatic test and maintenance for dry chemical or water extinguishers.
  - ❑ 5-year hydrostatic test for carbon dioxide (CO<sub>2</sub>) extinguishers.
- ❑ **Combustible Rubbish:**
  - ❑ Removed at least daily.
  - ❑ Stored in approved containers located in approved locations.
- ❑ **Rubbish Containers:**
  - ❑ Containers should not be located where subject to smoking materials or ignition sources.
  - ❑ Dumpsters greater than 5-1/3 cubic feet provided with lids.
- ❑ **Storage of Materials and Equipment:**
  - ❑ No storage in aisles or corridors.
  - ❑ Maintained 2 feet below ceiling.
  - ❑ Maintained 18 inches below sprinkler head deflectors.

- ❑ **Combustible Storage:**
  - ❑ Must be orderly and not present a hazard to people.
  - ❑ Storage is prohibited in:
    - ❑ Boiler room
    - ❑ Mechanical room
    - ❑ Electrical equipment room
- ❑ **Fueled Equipment:**
  - ❑ Storage prohibited within buildings, unless specially designed for that purpose.
- ❑ **Means of Egress:**
  - ❑ Clear and unobstructed at all times.
  - ❑ Path of exit travel clearly identified.
  - ❑ Doors easily distinguishable as an exit door.
  - ❑ Emergency power/lighting operational.
- ❑ **Exit Door Locks:**
  - ❑ Operational and appropriate for exit type.
  - ❑ Must be openable from inside without use of keys, special effort or special knowledge during normal business hours.
- ❑ **Panic Hardware (if applicable):**
  - ❑ Operational and appropriately located on or about the door.
- ❑ **Exit Lights:**
  - ❑ Operational and visible from means of egress.
  - ❑ Illuminated when building is occupied.
- ❑ **Electrical Hazards:**
  - ❑ Portable electric heaters should be 3 feet from combustible materials.
  - ❑ All electrical cords should be in good condition with no abrasions, cuts, splits, or frays. Plug connections should not be altered or damaged.
  - ❑ Extension cords should be used only with portable equipment.
  - ❑ Electrical outlets shall have approved protective covers.
  - ❑ Electrical control panels front area unobstructed for a minimum width of 30 inches and a height of 6 feet.
  - ❑ Electrical panels breakers properly labeled.
  - ❑ Breakers or protective blanks are required on all panels.
- ❑ **Flammable and Combustible Liquids:**
  - ❑ No smoking in storage or use areas.
  - ❑ Where permitted indoor storage shall not exceed 10 gallons.
  - ❑ All storage shall be in approved flammable liquid storage containers.
- ❑ **Hazardous Materials:**
  - ❑ All materials should be stored in approved containers.
  - ❑ Storage areas should be identified by signs or placards.
  - ❑ Contact the Department of Fire Prevention Bureau (505 468-1340) for chemical specific storage, use and handling requirements.