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
HOME OCCUPATION
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:** _____

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

NAME OF BUSINESS	SPECIFIC ACTIVITY	TYPE OF BUSINESS	
BUSINESS ADDRESS	CITY	STATE	ZIP
E-MAIL	PHONE	MOBILE	

NM CONTRACTOR LICENSE # (IF APPLICABLE)	TYPE
OFFICE OF HEALTH AND SOCIAL SERVICES (IF APPLICABLE):	

FEE: **$50.00** ($35.00 - Annual Renewal Fee)

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.

6 DIGIT NAICS CODE: ☐☐☐☐☐☐

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 www.census.gov/naics/.

NM TAX IDENTIFICATION NUMBER (CRS #)

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 www.state.nm.us/tax/, 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		

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

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

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
HOME OCCUPATION
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.

_____

Will your business activity constitute a new use/activity at this location? If answered "YES" please list the previous activity:____No ____yes

_____

Will your business be the primary or most important use on the property? If answered "NO" please list the other uses. ____No ____yes

_____

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 outside in the yard, patio or open courtyard? ____No _____yes
If answered "yes", please provide additional information provided below:

_____

Will the business occupy more than 25% of the floor area of the home? ____No ____yes
If answered "yes", please provide a list of these:

_____

Will the business occupy more than 600 square feet of a storage shed, garage, or workshop? ____No ____yes
If answered "yes", please provide a list of these:

_____

Will there be outside indication or evidence of the business (signage, storage, commercial parking, etc.)? ____No ____yes
If answered "yes", please provide a list of these:

_____

Will there be vehicular traffic to and from the property related to the business (customers, clients, delivery of merchandise, etc.)?
If answered "yes", please describe: ____No ____yes

_____

You will be required to provide adequate parking. If activity is related to a zoning permit, specific conditions will apply. You may schedule a meeting with a Planner (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
Planning & Development Services
111 Union Square SE, Suite 100
Albuquerque, NM 87102
(505) 314-0350 Fax: (505) 314-0480
www.bernco.gov

ZONING SECTION

HOME OCCUPATION

HOME OCCUPATION

In the unincorporated areas of Bernalillo County, people are allowed to operate certain types of commercial enterprises from their homes. These types of business activities are commonly referred to as "home occupations". By definition, a home occupation must be incidental and secondary to the residential activities occurring on the property (ref. Section 5, "Home Occupation").

The Zoning Ordinance allows for one (1) of the two types of home occupations be conducted from a residential zoned property. The following limitations have been established as department policy for home occupations requiring conditional use approval to ensure that the "business component" taking place on the site remains less intense than the primary activities:

- Customers, patrons, or clients can come to the property no more than four (4) days each week
- Up to five (5) clients per day with no more than one (1) client per session;
- All clients must be on a by-appointment-only schedule.

For businesses exceeding these limits, relocation of the activity to a commercially zoned property or securing of a Special Use Permit to operate from the site is required. However, be aware that other conditional use options may be available to the property owner, such as application for a "school" if swimming lessons, dance classes, or math tutoring is proposed for multiple clients at the same time.

TYPE 1 – PERMISSIVE USE:

This type of home occupation is allowed to occur if:

- The business has a current Bernalillo County business registration.
- The business is clearly incidental and secondary to the use of the premises for a dwelling.
- The business has no exterior display (including signage).
- The business has no exterior storage of materials.
- The business does not emit nuisances (noise, odors, etc.).
- The business only employs members of the family who live in the dwelling.
- The business does not occupy more than 25% of the floor area of the dwelling or more than 600 square feet of an accessory building.

These types of home occupations may include medical transcription, telemarketing, Internet sales, or mail-order businesses.

TYPE 2 – CONDITIONAL USE:

This type of home occupation is allowed to occur if:

- The business owner obtains conditional use approval from the Zoning Administrator to permit
    - Clients, customers, patients, patrons or similar individuals or groups to come to the property; and/or
    - Up to a single, additional employee to work on the site.
- All other standards of Type 1 home occupations are met.

These types of home occupations may include swimming lessons, counseling services, or a home office with up to one employee.

TO REQUEST HOME OCCUPATION APPROVAL

TYPE 1	TYPE 2
Obtain a business tax identification number from the State of New Mexico Taxation and Revenue Department	Submit conditional use application
Complete the Bernalillo County Business Registration application- Home Occupation Form	$75.00 fee/ attend Public Hearing
$50.00 initial fee Or $35.00 renewal fee	**IF APPROVED:** Meet all requirements of type 1 Home Occupation

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