

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:** _____

I am not the owner of the property. I hereby verify that I have obtained authorization from the legally registered property owner or legal representative of the property owner or property to operate my business at this property.

SIGNATURE: _____ **DATE:** _____

OWNER OF BUSINESS			Today's Date
<i>If different from Property Owner, signature is required above.</i>			
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	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 www.census.gov/naics/ .		
FEE: \$50.00	(\$35.00 - Annual Renewal Fee)	No Cash	NM TAX IDENTIFICATION NUMBER (CRS #)	
<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 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

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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:

Please specify _____

****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.

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:

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**

March 1, 2019

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 ultimate 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 Keith Clark
Bernalillo County Fire Department



**BERNALILLO COUNTY FIRE DEPARTMENT
FIRE PREVENTION BUREAU
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Fire Safety Permit Requirements

Bernalillo County Board of Commissioners has adopted the 2009 Edition of the International Fire Code with local amendments; Ordinance number 2012-07. The amendment 105.1.2 (3) requires a fire safety permit issued by the Fire Prevention Bureau for all persons conducting business in Bernalillo County. This permit will be issued upon approval of your annual fire and life safety inspection. The permit shall be kept on the premises for which the permit is issued and be readily available for inspection by the fire code official. Other operational permits may be required to operate your business, i.e. cutting and welding, dispensing of fuel.

The purpose of the annual fire and life inspection is to minimize potential damage and loss of revenue to your business by identifying violations of the adopted fire code that may result in a loss due to fire or other emergency. The annual Fire Safety inspection will provide Bernalillo County Fire Department current business owner contact information, identify the operations or processes being conducted at your business, as well as ensure that your business meets the minimum fire and life safety requirements of the Bernalillo County Fire Code. The annual fire and life inspection will reduce loss to your business by reducing potential hazards that could cause a fire and identify current operations at your facility preparing fire personnel the ability to respond with the appropriate resources.

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

105.1.2 Types of permits. There shall be two 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.

106.2 Inspections. The fire code official is authorized to conduct such inspections as are deemed necessary to determine the extent of compliance with the provisions of this code and to approve reports of inspection by approved agencies or individuals. All reports of such inspections shall be prepared and submitted in writing for review and approval. Inspection reports shall be certified by a responsible officer of such approved agency or by the responsible individual. The fire code official is authorized to engage such expert opinion as deemed necessary to report upon unusual, detailed or complex technical issues subject to the approval of the governing body.



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104.3 Right of entry. Whenever it is necessary to make an inspection to enforce the provisions of this code, or whenever the fire code official has reasonable cause to believe that there exists in a building or upon any premises any conditions or violations of this code which make the building or premises unsafe, dangerous or hazardous, the fire code official shall have the authority to enter the building or premises at all reasonable times to inspect or to perform the duties imposed upon the fire code official by this code. If such building or premises is occupied, the fire code official shall present credentials to the occupant and request entry. If such building or premises is unoccupied, the fire code official shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premises and request entry. If entry is refused, the fire code official has recourse to every remedy provided by law to secure entry.

Sincerely,

Fire Marshal Keith Clark
Bernalillo County Fire Department



BERNALILLO COUNTY FIRE DEPARTMENT
FIRE PREVENTION BUREAU
6840 SECOND ST. NW SUITE 207
ALBUQUERQUE, NM 87107
(505) 468-1340



Occupancy classification: Commercial Self-Inspection Fire and Life Safety Checklist for a Level-1 Inspections.

Please review the potential hazards and/or conditions listed below and determine if your business is compliant 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 Fire Prevention Bureau at 468-1340

Building Access:

- 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 be properly 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 2-A type for general-purpose areas.
- 75ft maximum travel distance to a fire extinguisher
- K-rated extinguisher for commercial kitchen hood systems

- Monthly Fire extinguisher inspections completed
- Annual inspection completed
- 6-yr maintenance for dry chemical or water extinguishers.
- 12yr hydrostatic test and maintenance for dry chemical or water extinguishers.
- 5yr hydrostatic test for carbon dioxide (CO2) extinguishers.

Combustible Rubbish:

- Removed at least daily
- Stored in approved containers located in approved locations
- 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
- Storage maintained 2ft below ceiling.
- Maintained 18" below sprinkler head deflector
- 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 specifically designed for that purpose.



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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.
- Electronic Magnetic locks de-energized by Fire Alarm activation or button located within 4ft of door

Exit Lights:

- Operational and visible from means of egress.
- Illuminated when building is occupied
- Monthly testing log

Electrical Hazards:

- Portable electric heaters should be 3ft from combustible materials.
- All electrical cords should be in good condition with no abrasion, cuts, splits, or frays. Plug connections should not be altered or damaged.
- Extension cords should be used only with portable equipment on a temporary basis.

- Electrical outlets shall have approved protective covers.
- Electric control panel is free from obstructions for a minimum width of 30 inches and a height of 6 feet
- Electrical panel 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 Fire Prevention Bureau for chemical specific storage, use and handling requirements.

Flammable and Combustible Liquids:

- Compliance with International Fire Code 2009 edition

Hazardous Materials:

- Compliance with International Fire Code 2009 edition