

BERNALILLO COUNTY
 Zoning, Building, Planning & Environmental Health
 111 Union Square SE, Suite 100
 Albuquerque, NM 87102
 (505) 314-0350 Fax: (505) 314-0480



BUSINESS REGISTRATION APPLICATION

HOME OCCUPATION

OWNER		PHONE	TODAY'S DATE
MAILING ADDRESS		CITY	ZIP
OWNER'S DATE OF BIRTH		OWNER'S SOC. SECURITY NUMBER	

NAME OF BUSINESS		PHONE
BUSINESS ADDRESS		TYPE OF BUSINESS
CITY	STATE	ZIP

NM TAX IDENTIFICATION NUMBER (CRS #)

If you don't currently have a State Tax ID number, you'll need to obtain one before this application can be submitted. You may contact Taxation & Revenue at 841-6200, visit their website at www.state.nm.us/tax/, or go to their office at 5301 Central Ave. NE (NE corner of San Mateo & Central).

<input type="checkbox"/>	REGISTRATION FEE:	\$50.00
<input type="checkbox"/>	RENEWAL FEE:	\$35.00

**HOME OCCUPATION APPLICATION FORM CONTINUED ON THE BACK SIDE OF THIS PAGE
 PLEASE BE SURE TO COMPLETE THE CHECKLIST & SIGN THIS FORM**

----- FOR OFFICIAL USE ONLY -----

ZONE ATLAS PAGE	BUSINESS REGISTRATION NUMBER
ZONE DESIGNATION	RECEIPT NUMBER
UPC #	
LEGAL DESCRIPTION	ZA # (if applicable)

APPLICATION APPROVED

APPLICATION DENIED



BERNALILLO COUNTY FIRE DEPARTMENT
 6840 2nd St. NW
 Albuquerque, New Mexico 87107
 (505) 761-4225
 (505) 761-4247 - fax

CITIZEN SELF-INSPECTION CHECKLIST

BUSINESS NAME _____

General description of type of business _____

IS YOUR BUSINESS RELATED TO ANY OF THE FOLLOWING ACTIVITIES?

		OFFICIAL USE ONLY
Aircraft refueling vehicles or aircraft repair?	<input type="checkbox"/> NO <input type="checkbox"/> YES	SUP
Dry cleaning?	<input type="checkbox"/> NO <input type="checkbox"/> YES	C-1, C-2, C-LI, M-1, M-2
Fumigation or thermal insecticidal fogging; storage of highly toxic pesticides?	<input type="checkbox"/> NO <input type="checkbox"/> YES	SUP
Hazardous materials – storage, transporting or dispensing?	<input type="checkbox"/> NO <input type="checkbox"/> YES	SUP
Junk yard, salvage yard, dismantler's yard, tire storage yard?	<input type="checkbox"/> NO <input type="checkbox"/> YES	C-2, M-1, M-2
Operations which produce dust?	<input type="checkbox"/> NO <input type="checkbox"/> YES	SUP
Organic coatings or working with magnesium?	<input type="checkbox"/> NO <input type="checkbox"/> YES	SUP
Ovens, industrial baking or drying?	<input type="checkbox"/> NO <input type="checkbox"/> YES	C-LI, M-1, M-2, SUP
Repairing of motor vehicles in a garage or tire re-capping?	<input type="checkbox"/> NO <input type="checkbox"/> YES	C-N, C-1, C-2, M-1, M-2
Spraying or dipping utilizing flammable liquids?	<input type="checkbox"/> NO <input type="checkbox"/> YES	C-2, M-1, M-2
Storage of aerosol products or cellulose nitrate film?	<input type="checkbox"/> NO <input type="checkbox"/> YES	C-LI, SUP
Storage of combustible fiber or other materials?	<input type="checkbox"/> NO <input type="checkbox"/> YES	SUP
Storage, transportation or dispensing of liquefied petroleum or compressed gases?	<input type="checkbox"/> NO <input type="checkbox"/> YES	M-2
Welding or cutting operations?	<input type="checkbox"/> NO <input type="checkbox"/> YES	C-1, C-2, C-LI, M-1, M-2
Child care?	<input type="checkbox"/> NO <input type="checkbox"/> YES	A-1 thru M-H, O-1, C-1, C-2, C-LI
Hospital, sanitarium, nursing home or similar establishment?	<input type="checkbox"/> NO <input type="checkbox"/> YES	O-1, C-N, C-1, C-2, SUP
Church, gymnasium or other place of assembly?	<input type="checkbox"/> NO <input type="checkbox"/> YES	A-1 thru M-H, O-1, C-N, C-1, C-2, SUP

If you are engaged in a business which may tend to cause fire; contribute to its spread; or violate the purpose or provisions of the Uniform Fire Code (1991 edition) or any other law or standard affecting fire safety, our office will conduct a mandatory inspection of your business property prior to obtaining an active business registration. Your business registration will be released upon approval by the Fire Department. Additionally, it is the Bernalillo County Fire Department's recommendation that you service all fire extinguishers and smoke detectors in your residential structures annually.

Printed Name _____

Signature _____

Date _____

The granting of a Bernalillo County business registration does not waive any other applicable requirements or imply approval of other applicable standards. For certain activities, additional licenses, reviews and/or approvals from local, state and federal agencies may be required.



BERNALILLO COUNTY
 Zoning, Building, Planning & Environmental Health Department
 111 Union Square St. SE, Suite 100
 Albuquerque, NM 87102
 (505) 314-0450
 (505) 314-0480 - fax

Please fill out this portion of the Business Registration Form if you are proposing to operate your business from your home.

If you answer "YES" to any of the questions, please provide us additional information in the provided box.

HOME OCCUPATION CHECKLIST

Will your business be the primary or most important use on the property?		
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Please describe
Will there be any employees of the business who don't live on the property?		
<input type="checkbox"/> NO	<input type="checkbox"/> YES	How many?
Will merchandise be sold, displayed or manufactured on the property?		
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Please describe
Will any business activity be conducted outside in the yard, patio or open courtyard?		
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Please describe
Will the business occupy more than 25% of the floor area of the home?		
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Please describe
Will the business occupy more than 600 square feet of a storage shed, garage, or workshop?		
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Please describe
Will there be any outside indication or evidence of the business?		
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Please describe
Will there be vehicular traffic to and from the property related to the business?		
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Please describe

Printed Name

Signature

Date

The granting of a Bernalillo County business registration does not waive any other applicable requirements or imply approval of other applicable standards. For certain activities, additional licenses, reviews and/or approvals from local, state and federal agencies may be required.

HOME OCCUPATIONS

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”. The Zoning Ordinance allows for one of two types of home occupations to be conducted from a residentially zoned property.

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
 - o clients, customers, patients, patrons or similar individuals or groups to come to the property; and/or
 - o up to a single, additional employee to work on the site.
- all other standards of type 1 home occupation 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

- Obtain a business tax identification number from the State of NM Taxation & Revenue Department
- Complete the Bernalillo County business registration application – home occupation form
- \$50 initial fee/\$35 renewal fee

TYPE 2

- Submit conditional use application
 - \$75 fee/attend public hearing
- If approved:
 - Meet all requirements of Type 1 home occupation