

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

OWNER OF BUSINESS	TODAY'S DATE		
MAILING ADDRESS	CITY	STATE	ZIP
E-MAIL	PHONE	MOBILE	

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

NM CONTRACTOR LICENSE # (IF APPLICABLE)	TYPE	NM TAX IDENTIFICATION NUMBER (CRS #)	
OFFICE OF HEALTH AND SOCIAL SERVICES (IF APPLICABLE):		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)	
FEE: <input type="checkbox"/> \$50.00 (\$35.00 RENEWAL)			
6 DIGIT NAICS CODE: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

NOTE: 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/.

NOTE: The applicant shall comply with all applicable Bernalillo County ordinances and regulations within 180 days of approval of this application

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

SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY

ZONE ATLAS PAGE	BUSINESS REGISTRATION NUMBER
ZONE DESIGNATION	RECEIPT NUMBER
UPC #	
LEGAL DESCRIPTION	ZA # (IF APPLICABLE)

APPLICATION APPROVED

APPLICATION DENIED

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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

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PERMITTING CENTER

BUSINESS REGISTRATION HOME OCCUPATION CHECKLIST

HOME OCCUPATION CHECKLIST

Will your business be the primary or most important use on the property? No yes

Will there be any employees of the business who do not live on the property? No yes

Will merchandise be sold, displayed or manufactured on the property? No yes

Will any business activity be conducted outside in the yard, patio or open courtyard? No yes

Will the business occupy more than 25% of the floor area of the home? No yes

Will the business occupy more than 600 square feet of a storage shed, garage, or workshop? No yes

Will there be any outside indication or evidence of the business (signage, storage, commercial parking, etc.)? No yes

Will there be vehicular traffic to and from the property related to the business (customers, clients, delivery of merchandise, etc.)? No yes

If you answer "YES" to any of the questions, you must provide additional information in the space provided.

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, permits, 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, NM 87107
(505)486-1340**

August 01, 2012

Dear Business Owner,

Bernalillo County has recently adopted the 2009 International Fire Code with local amendments; Ordinance number 2012-17. 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.

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 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 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?

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-1, C-2, C-LI

If you are engaged in a business which may tend to cause fire; contribute to 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 Bernalillo County business registration does not waive any other applicable requirements or imply approval of other applicable standards. For certain activities, additional licenses, permits, and/or approvals from local, state, and federal agencies may be required.