

ABQ-PLAN “How to apply for Temporary Business Registration”

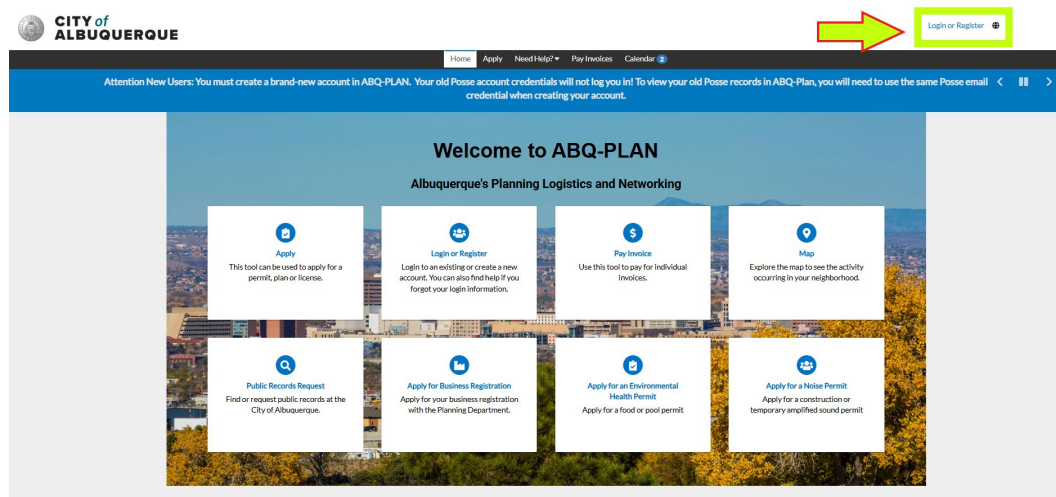
Website: <https://cityofalbuquerquenm-energovweb.tylerhost.net/apps/selfservice#/home>



Step 1

Once on the ABQ-PLAN website click on “**Login or Register**”. An account needs to be established.

Note that the previous “POSSE” system login credentials will not work in the new system.



Step 2

Click on “APPLY” after you have created the account and logged in to the account.

CITY of ALBUQUERQUE

Home **Apply** Need Help? Pay Invoices Calendar

Application Assistant Help me choose

Search for application names and keywords

All **LC Trending** BUSINESS REGISTRATION / HEALTH PERMITS BUILDING & FIRE PERMITS PLANS

Show Categories

Business Registration Commercial Apply
Category Name: Business Registration
Description: Any business, profession, occupation, trade, pursuit or activity engaging for the purpose of profit that will conduct the activity from a commercial property.

Business Registration Home Based Occupation Apply
Category Name: Business Registration
Description: A business conducted out of a dwelling unit in a residential zone, such as a home based office. A home based business will not be allowed from a P.O. Box address or address to a shipping/mail facility. Please see City of Albuquerque Integrated Development Ordinance definition for a Home Occupation below.
An activity that is carried on for commercial or philanthropic purposes on the same lot as a dwelling unit where the operator of the home occupation resides and that is clearly secondary to that dwelling.
Please note that the following uses/activities are prohibited as home occupations per City of Albuquerque Integrated Development Ordinance:
• Any use in the Agricultural or Animal-related category.
• Any use in the Food, Beverage, and Indoor Entertainment category, except a catering service that meets the requirements of the state Homemade Food Act and does not require a permit from the New Mexico Environment Department.
• Any use in the Motor Vehicle-related category, i.e. auto mechanic.
• Any use in the Industrial Uses category.
• Commercial services.

Step 3

Click on the “Business Registration/Health Permits” Card.

CITY of ALBUQUERQUE

Home **Apply** Need Help? Pay Invoices Calendar

Application Assistant Help me choose

Search for application names and keywords

All **LC Trending** BUSINESS REGISTRATION / HEALTH PERMITS BUILDING & FIRE PERMITS PLANS

Show Categories

Business Registration Assisted Living Facility Apply
Category Name: Business Registration
Description: A facility designed to provide housing, supportive services, personalized assistance, and health care services to respond to individuals who need help with activities of daily living or memory care services, but not including skilled nursing care. Such facilities may include separate bedrooms or living quarters, a commercial or private kitchen, shared dining facilities, and recreational activities.

Business Registration Cannabis Cultivation Apply
Category Name: Business Registration
Description: A facility licensed by the State to sell Cannabis under Sections 26-2C-1 to 26-2C-42 NMSA 1978 in which cannabis is grown.

Business Registration Cannabis Cultivation/Retail Apply
Category Name: Business Registration
Description: A retail sales establishment including growing licensed by the State to sell cannabis under sections 26-2C-1 to 26-2C-42 NMSA 1978 at the same location.

Business Registration Cannabis Manufacturing Apply
Category Name: Business Registration
Description: A facility licensed by the State to sell Cannabis under Sections 26-2C-1 to 26-2C-42 NMSA

Step 4

Select the appropriate Business Registration type. You can search by using key words related to the business type. Each “Business Registration” card type will give a description of what exactly each type is. If unsure please email us at businessregistration@cabq.gov. Note that fees are nonrefundable. Each type has its own regulations and set of required documentation

CITY of ALBUQUERQUE

Home **Apply** Need Help? Pay Invoices Calendar

Application Assistant Help me choose

Business regis

Business Registration Family Home Day Care (1-12 Children)

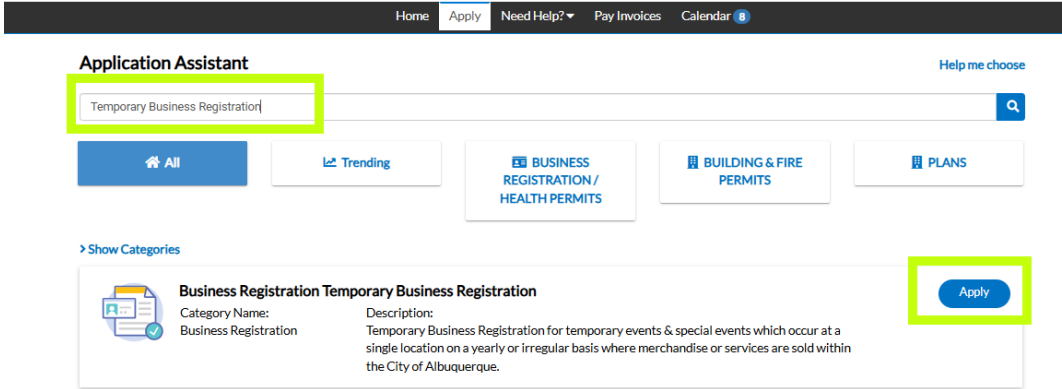
Business Registration Cannabis Cultivation

Business Registration Cannabis Cultivation/Retail

Business Registration Cannabis Manufacturing

Business Registration Cannabis Manufacturing/Cultivation

Address Assignment Please select this application for address Assignment. This will include a Preliminary Address Assignment, Final Address Assignment, and a Change of Address. This includes address assignment for a utility pedestal or meter. A minimum \$50 fee will be assessed prior to issuing address.

<p>Step 5</p>	<p>Search for “Temporary Business Registration” and click on “Apply”</p>  <p>The screenshot shows the 'Application Assistant' interface. At the top, there is a navigation bar with 'Home', 'Apply', 'Need Help?', 'Pay Invoices', and 'Calendar'. Below this is a search bar containing 'Temporary Business Registration'. Underneath the search bar are several category buttons: 'All', 'Trending', 'BUSINESS REGISTRATION / HEALTH PERMITS', 'BUILDING & FIRE PERMITS', and 'PLANS'. A 'Show Categories' link is also present. The search results for 'Business Registration Temporary Business Registration' are displayed, including a category name, description, and a prominent blue 'Apply' button.</p>
<p>Step 6</p>	<p>Continue with the application by answering all the appropriate questions related to the business and the temp event. This will include the physical location of the business (includes out of State address), the location of the temporary event (if any), the business description for the business activity, contact information, etc.</p> <p>When adding the contact please ensure you are selecting your “active” account. Your name will appear in parenthesis for the active account.</p> <p>*Albuquerque International Balloon Fiesta concessionaires/artisans must be approved first through AIBF. If you are not on their approved list, you will be denied.</p>
<p>Step 7</p>	<p>Upload the required documentation under attachments.</p> <p>A CURRENT DATED copy of the registration certificate issued by the NM Taxation & Revenue Department will be required, no exceptions.</p> <p>New Mexico Taxation & Revenue Dept. website for information on how to obtain the required tax registration certificate:</p> <p>https://tap.state.nm.us/TAP/_/#0</p>
<p>Step 8</p>	<p>Pay any fees due. For a Temporary Business Registration, the fee will be \$35. Fees are non-refundable, ensure that you apply for the correct application type.</p>
<p>Questions or Help</p>	<p>Email businessregistration@cabq.gov if you have any questions or require any additional assistance.</p>