

Business Registration

If you would like to fill out and submit this form online, please return to the Forms Directory page and click on the "Online Business Registration" form. We will contact you to make a payment by phone.

You must have a current fire inspection to receive a business license.

In accordance with Chapter 10, Article II of the Code of Ordinances for the Village of Corrales, all persons who propose to engage in business within the municipal limits of the Village of Corrales shall apply for and pay a Business Registration fee for each outlet, branch, or location within the municipal limits prior to engaging in business unless otherwise exempted. Many businesses in the Village are based in residents homes. When that is the case, both a Home Occupation Permit and a Business Registration fee are required. If the business is located on a commercially zoned property, only the annual Business Registration fee is required. The following are the procedures for applying for the permits and registration.

Please note that a New Mexico Gross Receipts Tax Number (CRS #) is required before a Business Registration can be issued. That number can be obtained from the New Mexico Taxation and Revenue Department Office at 5301 Central Ave., NE in Albuquerque. Any questions concerning the CRS # should be directed to the Taxation and Revenue Department at 505-841-6200.

The location code for the Village of Corrales when paying your GRT taxes is: 29-504, failure to use this code will result in your taxes going to another municipality.

A Business Registration Application must be completed each and every year that you apply to do business in the Village. Information changes and the Village is trying to keep updated information on the database. Incomplete applications will be returned to the applicant.

If your business will be based out of your home or a short-term rental, you must receive approval from the Planning and Zoning Department first. Once you have received approval for a Home Occupation Permit or short-term rental permit, you must next complete the Business Registration Application and return it with your \$35.00 Business Registration Fee (Chapter 10, Sec. 10-29 of the Code of Ordinances) to the Village Clerk's Office. Failure to obtain a Business Registration within three (3) months of your Home Occupation approval will result in the revocation of the Home Occupation Permit. You will then have to re-file your Home Occupation application with a new payment of \$35.00 (Chapter 18, Sec. 18-45 (c)(5)). After Planning & Zoning approval, Building Official approval, payment and application turned in, a fire inspection will need to be conducted before you will receive your license. These fire inspections are

required annually for most businesses in the Village.

The Business Registration fee of \$35.00 is an annual fee, which is assessed every year. Each year renewal emails are sent 2 weeks before the expiration date on the front of the license. Failure to renew by the deadline will result in an additional \$10.00 late fee.

If you have any further questions, please contact Deputy Clerk, Skye Devivi at 505-897-0502 ext 213 or by email at: [sdevivi \[at\] corrales-nm.org](mailto:sdevivi@corrales-nm.org) .

Supporting Documents

2023 Business Registration Application Form