



Village of Los Ranchos
 6718 Rio Grande Blvd. NW
 Los Ranchos, NM 87107
 (505) 344-6582

**Home-Based Businesses
 Registration Application**

FOR OFFICIAL USE ONLY

Registration Number: _____
 Designation: _____

Personal Information

Name of Business Owner: _____ Date of Birth: _____

Mailing Address: _____ Phone Number: _____

Email: _____

Driver's License Number: _____ State Issued: _____ Expiration: _____

Legal & Tax Information

CRS-1 Number: ____ - ____ - ____ - ____ Also provide a copy of your CRS certificate.

Taxpayer Identification Number: _____ Type: _____
SSN, ITIN, or EIN

State Board Certificates/Licenses (Provide a copy of each):

Issued from: _____ License/Cert. Number: _____ Expiration: _____

Issued from: _____ License/Cert. Number: _____ Expiration: _____

Issued from: _____ License/Cert. Number: _____ Expiration: _____

Issued from: _____ License/Cert. Number: _____ Expiration: _____

Business Information

Business Name: _____

Doing Business As (DBA): _____

Business Location (full address): _____ Zone: _____

Business Type: Individual Partnership Corporation LLC Other _____

Overall Nature of Business: Retail Service Consultation Studio

Describe the Nature of Business: _____

NAICS Code: _____ To find your code, visit <https://www.naics.com/search/>

Directory Information

If you would like your business information to be added to the Village's online directory, please initial here ____ .

Provide your preferred phone and/or email, and website for the public directory:

Phone: _____ Email: _____

Website: _____

QUESTIONNAIRE – HOME BASED BUSINESS DESIGNATION

Please complete the questionnaire below for staff to determine your business type: Home Occupation or De Minimis.

1. Daily Increase of Traffic to and from business location:

- a. 0
- b. 1-5
- c. 5-10
- d. 11 or more

2. Type of Traffic (select all that apply):

- a. Deliveries/Pickups
- b. Client Visits
- c. Curbside Service
- d. No business-related traffic on site (All business is conducted off site).

3. Equipment (Select all that apply):

- a. Trucks and/or Trailers
- b. Gas or electric landscaping tools
- c. Computer (general office setup)
- d. Manufacturing tools and supplies
- e. Other: _____

4. For your home-based business, will you store any explosive, flammable, toxic, or hazardous materials, including but not limited to paint, lacquer, cleaning supplies, ammo/gun powder, gasoline, propane, etc.

5. For your home-based business, describe the storage of occupational materials (non-hazardous and hazardous) and large equipment:

6. Will any part of your business operate outside? Please Explain:

7. How many employees, paid or unpaid, will you have?

- a. 0 – Applicant Only
- b. 1-2
- c. 3-5
- d. More than 5

8. Will you have a sign on the property advertising the business?

§ 9.2.22 (A) (1) SIGN means any device used for visual communication or display to public view of letters, words, numerals, figures, statutes, devices, emblems, pictures or any parts or combinations thereof designated to inform or advertise or promote merchandise, services, activities, or politically related information.

- a. Yes
- b. No

9. **Floor Plan/Site Plan** Please provide a floor plan and site plan of your home-based business and attach to this questionnaire. See attached for an example. The plans must be specific to your property and house/ancillary building.

GENERAL UNDERSTANDING OF HOME-BASED BUSINESS REQUIREMENTS AND ACKNOWLEDGMENT

By initialing, you acknowledge the following:

By filing for a home-based business, I agree to comply with all Federal, State, County and Municipal laws and regulations applicable to permitted occupations and I understand that failure to do so shall constitute grounds for revocation.

I understand that each home-based business requires an annual permit fee of \$15.00 and a business license of \$35.00, for a total of \$50.00. Renewals are due each year before Dec. 31st, after which a late fee of \$10.00 will be due. Fees are non-refundable. _____

I understand that Home Occupation designated businesses have a public notice period, which include a sign to be posted on the subject property and mailings sent to all property owners within a 300'-400' radius from the business location property. I agree to pay all fees generated by this application (Home Occupation or De Minimis) upon notification by the Village. _____

I understand that my home-based business must abide by the regulations of the zone in which the home is located, and that it is my responsibility to identify any neighborhood covenants and ensure my activities comply with any neighborhood covenants. _____

Upon request by the Planning Director, I will completely and fully cooperate with any investigation of any complaint or suspected code violation, including allowing a complete on premises inspection by Village of Los Ranchos designated personnel. _____

I hereby certify that I have provided complete and accurate information to the best of my knowledge. I acknowledge that failure to comply with the Village of Los Ranchos de Albuquerque's Codified Ordinances regarding business licensure, signs, dark skies, and all other relevant home-based business and Village-wide codes may result in a voided business license. Furthermore, I agree that I have read and understand the rules and regulations for the operation of my business in the Village of Los Ranchos.

Signature _____ Date

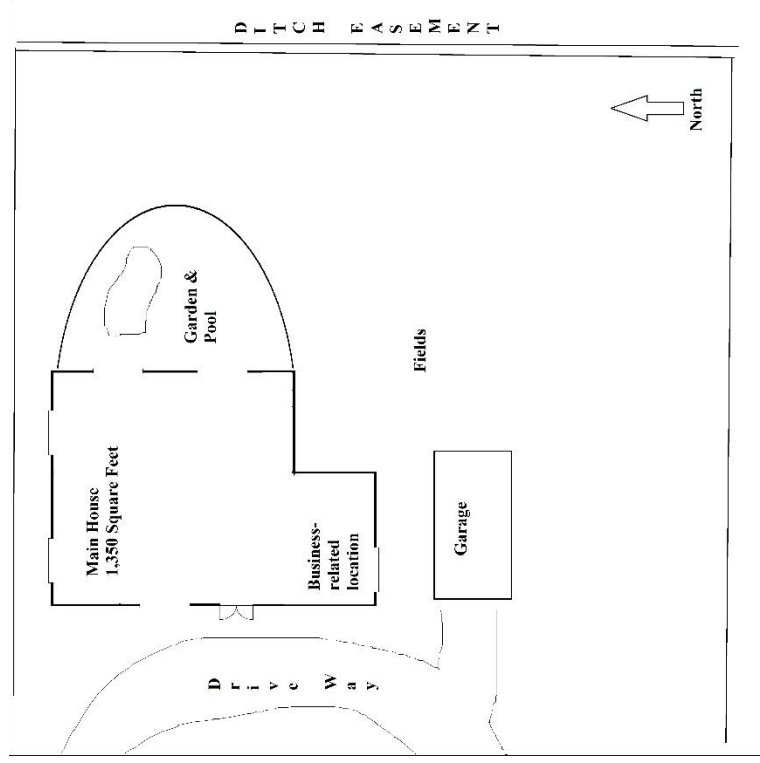
OFFICIAL USE ONLY			
Application Received:		Registration Number:	
Payment Method:	Card <input type="checkbox"/>	Cash <input type="checkbox"/>	Check #: _____ Receipt:
Department Designation:	De Minimis <input type="checkbox"/> Home Occupation <input type="checkbox"/>		
For Home Occupation Only:			
Public Notice Sent:		Public Notice Period End:	
Adverse Comment Received:	Yes <input type="checkbox"/> No <input type="checkbox"/>		P&Z Commission Hearing Date:
Commission Decision:	Appealed:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved <input type="checkbox"/>		Disapproved <input type="checkbox"/>	
_____ Planning & Zoning Official Signature		_____ Date	

Home-Based Business Site Plan & Floor Plan

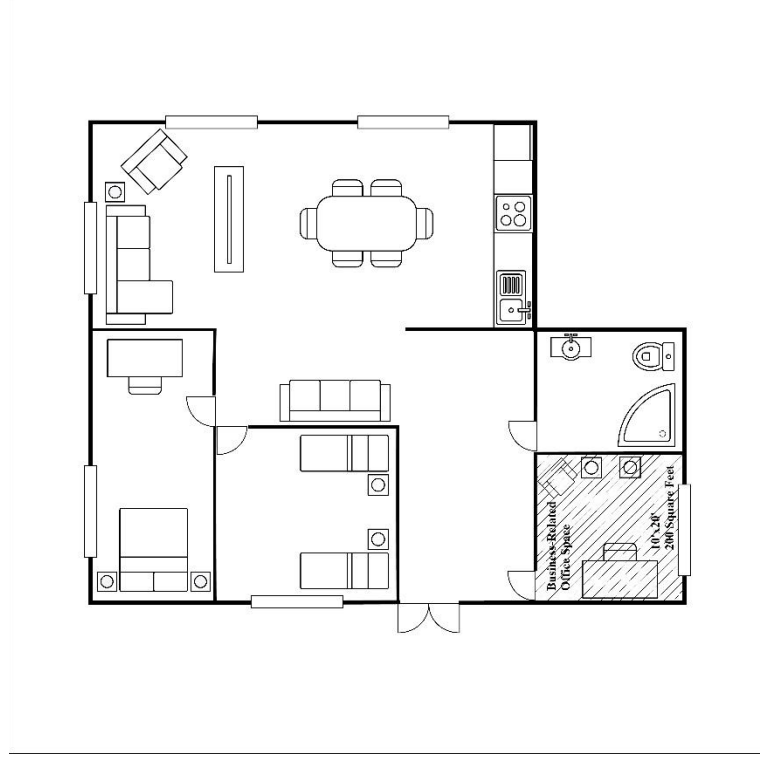
Site Plan means a plan containing sketches, text, drawings, maps, photographs, or other material intended to present and explain certain elements such as the siting of buildings and structures on a property. Please identify the location of the business-related space used for the home-based business.

Floor Plan means a layout of the structure (main house or ancillary building) with the business-related space identified with dimensions.

Examples:



Site Plan



Floor Plan