



Getting Open

New Business Start-up Check List

Commercial Business (Employees and Clients)

City of Santa Fe
Economic Development
P.O. Box 909, 200 Lincoln Ave.
Santa Fe, NM 87504-0909
Phone: 505.955.6551
Fax: 505.955.6401
www.santafenm.gov

1. Business Registration with State of NM

- ___ a. Register with State of NM and obtain a NM Business Tax ID Number or CRS Number – (NM Taxation and Revenue Department)
- ___ b. Obtain a Federal Employee Identification Number if necessary (www.irs.gov)
- ___ c. Register your Business Structure with the NM Secretary of State (www.sos.state.nm.us)
 - ___ 1) Partnership
 - ___ a) Limited Partnership
 - ___ b) Limited Liability Partnership
 - ___ 2) Corporation
 - ___ a) C-Corporation
 - ___ b) S-Corporation (Sub-Chapter S of the IRS Code)
 - ___ c) Limited Liability Corporation
 - ___ 3) Non-Profit Corporation

2. Establish a Bank Account

3. Obtain necessary state permits and inspections if necessary

- ___ Home Based Food Processing Program Application - NM Environment Department – Food Program (www.nmenv.state.nm.us/fod/Food_Program/)
- ___ Food Service Establishment Permit – NM Environment Department – Food Program (www.nmenv.state.nm.us/fod/Food_Program/)
- ___ License for Home Child Care Center or Commercial Child Care Center – NM Children Youth and Families Department – (<http://cyfd.org/child-care-services/child-care-licensing-and-registered-homes>)
- ___ Professional Licenses such as Accountancy, Massage Therapy, Real Estate Appraiser, – Boards and Commission Division (<http://www.rld.state.nm.us/boards/>)
- ___ General Contractor License – Construction Industries Division (<http://www.rld.state.nm.us/construction/default.aspx>)
- ___ Liquor, Beer and Wine Licenses - Alcohol and Gaming Division (<http://www.rld.state.nm.us/alcoholandgaming/>) Alcohol and Gaming
- ___ Other – NM Regulation and Licensing Department (Ensure that you do not have to be licensed by State of New Mexico to do business) (www.rld.state.nm.us)

4. Register your business with City of Santa Fe

- _____ a. Complete Certificate of Occupancy Application
- _____ b. Submit completed Commercial Certificate of Occupancy application to the Inspections office located in basement of City Hall (200 Lincoln Ave). Inspection Office will issue you a pay voucher to pay fire inspection fee.
- _____ c. Pay Fire Inspection Fee (Cashier's Office – First Floor City Hall).

Business Locations of up to 3,000 square feet _____	\$75.00
Business Locations of 3,001 to 6,000 square feet _____	\$150.00
Business Locations of 6,001 to 9,000 square feet _____	\$200.00
Business Locations of 9,001 to 12,000 square feet _____	\$250.00
Business Locations of 12,001 square feet or more _____	\$300.00
- _____ d. Schedule fire inspection with Fire Marshall – contact number (505) 955-3310
- _____ e. Complete Business Registration Application.
 - _____ 1) Ensure CRS Number is entered in application.
 - _____ 2) Ensure FEIN is entered in application. (Only necessary if the business has employees).
- _____ f. Submit completed application to the Finance Department in Accounts Receivables. Accounts Receivables is located in the first floor of City Hall (200 Lincoln Avenue). Accounts Receivables will issue you a pay voucher.
- _____ g. Pay Business Registration Fee (\$35.00) at Cashier's Office (First Floor of City Hall).
- _____ 5. Even if you have no employees you need to fill out form ES802 at the New Mexico Department of Workforce Solutions. With no employees they will give you a letter exempting you from the \$4.30 per quarter per employee assessment. www.dws.state.nm.us.
- _____ 6. If you have employees, contact the IRS and the NM State Taxation and Revenue Office or a tax accountant for the appropriate forms and rates for the following: State Unemployment Tax (SUTA), Federal Unemployment Tax (FUTA), Federal Income Tax (FIT), State Income Tax (SIT) if applicable (Social Security Withholding (FICA), Medicare withholding, Immigration and Naturalization Service (INS) Form I-9 for Employment Eligibility Verification).
- _____ 7. Check Your Insurance Coverage.

