



# Ready to Open New Business Start-up Check List Home Based Business (With Clientele and Employees)

City of Santa Fe  
Economic Development  
P.O. Box 909, 200 Lincoln Ave.  
Santa Fe, NM 87504-0909  
Phone: 505.955.6551  
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[www.santafenm.gov](http://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](http://www.irs.gov))
- c. Register your Business Structure with the NM Secretary of State ([www.sos.state.nm.us](http://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/](http://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/](http://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](http://www.rld.state.nm.us))

## 4. Register your business with City of Santa Fe

\_\_\_\_\_ a. Home Based Business License (Customers, No Business License (Business License Office))

\_\_\_\_\_ 1) Certificate of Occupancy

\_\_\_\_\_ a) Letter of Application. The letter of application should describe the kind of home based business and the function

\_\_\_\_\_ b) Sketch of floor plan. The floor plan should depict the interior of the residence or outside buildings. The plan should indicate the location of the home based business office and its square footage

\_\_\_\_\_ c) Location Map (You can get this from Google Earth). The location or vicinity map will identify the property location. This map can also be located in the phone book or Horton map book

\_\_\_\_\_ d) Notice of application. A notice of your application must be sent to all residences and/or property owners within 150 feet of your residence and to nearby neighborhood associations. You can contact the GIS Department at 505-955-6490 and they will walk you through the process to do this online or will provide you with a mailing list with mailing labels for a cost of \$30.00. The GIS Department is located on the second floor of City Hall (200 Lincoln Avenue)

\_\_\_\_\_ 2) Submit completed Home Based Certificate of Occupancy application to the Inspections office located in basement of City Hall (200 Lincoln Ave). A copy of the notice of application along with copies of the return receipts must be submitted with the Home Based Certificate of Occupancy application

\_\_\_\_\_ 3) Pay fire inspection fee of \$25.00 at Cashier's Office (First Floor of City Hall).

\_\_\_\_\_ 4) Schedule fire inspection with Fire Marshall – contact number (505) 955-3310

\_\_\_\_\_ b. 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)

\_\_\_\_\_ c. 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.

\_\_\_\_\_ 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](http://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.