

CITY OF AZTEC
STEPS TO ACQUIRE A BUSINESS LICENSE

Submittal of Application

A Business License Registration application must be completed and given to the City of Aztec Utility Office with appropriate registration fee. Applications are available on-line at our web-site www.aztecnm.gov, by going to the Utility Customer Service Department in person (located at 201 W. Chaco), or by calling our office at 505-334-7670 and we can fax the application or you can request one to be mailed to you.

Additional Certifications and Permits

Certain Business will be required to provide proof of additional certifications, permits and state licensing. Examples of those businesses include Child Care, Body Art Establishments and Food Service. A current Fire Inspection (current within the last year) will be required for all new businesses. If the business changes use, within the year from the last fire inspection, the new or existing business must receive a passed fire inspection for the new business use. It is the responsibility of the applicant to obtain and submit Permits, Inspections, State Licenses and other required documentation with the application. An application cannot be reviewed or approved without all required documentation.

Application Review

Once an application is submitted to the Utility Office it will be reviewed for completion and compliance with City Code, valid state licensing and food permits, if required, and a current Fire Inspection that is approved for the type of business use. Once approved by the Utility Office and the Community Development Department, the license will be processed and mailed out to the applicant or applicant can pick up license at the Utility Office.

Business License Processing Timeline

Total process time usually takes 2-3 days, but may take up to a week.

Business License Registration Fees

The cost for most business licenses is \$35.00; the business license fee for pawnbrokers and massage therapists is \$50.00; the fee for private detectives is \$100.00.

Business License Renewal Dates

All business licenses expire on December 31st of each calendar year. They become delinquent after March 15th the year following expiration.

Renewal notices are mailed out in mid- December of each year. Any business license that has not been renewed by March 15 of each calendar year will be considered delinquent and subject to a \$10.00 penalty. A second renewal notice will be mailed out Mid-February of each year reminding all businesses they have not renewed their license and must do so by March 15th to avoid a \$10 penalty.

Business License Termination

Any businesses no longer conducting business in the City of Aztec is asked to call the Utility Office to terminate their business; there is no fee to terminate a business.

Business License FAQ's

For a list of Frequently Ask Questions - please visit our website at [BusinessLicense-FAQ.pdf](#) (aztecnm.gov)