



STEPS FOR PERMITTING A MOBILE FOOD BUSINESS IN THE CITY OF ALBUQUERQUE

1. **FIND A COMMISSARY** – this must be a permitted food business. Complete the commissary agreement or have the owner of the commissary provide you with a written, signed and dated letter giving you permission to use their facilities.
2. **GET YOUR NM CRS NUMBER** – Go to New Mexico Taxation and Revenue and apply for a CRS number.
When you fill out the paper work– **the business location address must be the same address as your commissary address.** There is no charge for a CRS number. If your New Mexico Taxation & Revenue Registration Certificate shows a different address than your commissary address you must correct the address.

New Mexico Taxation & Revenue is located at the NE corner of Central & San Mateo @ 5301 Central Ave NE. They are open Monday – Friday, 8 am – 5 pm. (505) 841-6200.
3. **GET A BUSINESS LICENSE** – at 600 2nd St NW or on line at:
<https://www.cabq.gov/planning/business-registration-information>
4. **SCHEDULE A FIRE INSPECTION OF YOUR MOBILE FOOD BUSINESS** –The Fire Marshal won't inspect unless you have a business license. Call (505) 764-6300 to schedule an appointment.
5. **SCHEDULE A PRE-OPENING INSPECTION WITH THE ENVIRONMENTAL HEALTH DEPARTMENT** – CALL 311 to schedule an appointment for inspection. Or call (505) 768-2716
6. **AFTER PASSING THE ENVIRONMENTAL HEALTH INSPECTION** –Go to the City Hall at the corner of 5th and Marquette on the 3rd floor, room 3023 and pay the Health Permit Fee (\$120.00). Currently only checks made out to the City of Albuquerque and cash are accepted.

**CONGRATULATIONS YOU ARE NOW READY TO OPERATE YOUR
MOBILE FOOD BUSINESS!**

Updated 6/18