



CITY OF ALBUQUERQUE  
ENVIRONMENTAL HEALTH DEPARTMENT  
CONSUMER HEALTH PROTECTION DIVISION

## STEPS FOR PERMITTING A MOBILE FOOD BUSINESS

(505)768-2738

### CONTACT THE ENVIRONMENTAL HEALTH DEPARTMENT (EHD)

You may want to start by contacting EHD to ensure that the mobile food unit you intend to use is sufficient for the food operations you plan to conduct.

### FIND A COMMISSARY

This must be a permitted food business (this is the address you will use to obtain a NM CRS Number and a CABQ Business Registration in the next steps). Complete a commissary agreement (<https://www.cabq.gov/environmentalhealth/food-safety/information-for-new-food-business-owners>) or have the owner of the commissary provide you with a written, signed and dated letter giving you permission to use their facilities.

### GET YOUR NEW MEXICO COMBINED REPORTING SYSTEM (CRS) NUMBER

Go to New Mexico Taxation and Revenue office 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. If your New Mexico Taxation & Revenue Registration Certificate shows a different address than your commissary address; you must correct the address. There is no charge for a CRS number.

New Mexico Taxation & Revenue  
10500 Copper Ave Suite C  
Albuquerque, NM 87123

Monday – Friday, 8 am – 5 pm.  
(505) 841-6200.  
<https://tap.state.nm.us/tap/>

### GET A CITY OF ALBUQUERQUE BUSINESS REGISTRATION

The Planning Department  
at Plaza Del Sol  
600 2nd St NW  
Albuquerque, NM 87102

Monday – Friday, 8 am – 5 pm.  
(505) 924-3860

**-OR-** On-line at: <https://www.cabq.gov/planning/business-registration-information>  
There is a \$35.00 annual charge for a business registration.

### 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. <https://www.cabq.gov/fire/documents/mobile-vendor-requirements.pdf>

### SCHEDULE A PRE-OPENING INSPECTION WITH THE ENVIRONMENTAL HEALTH DEPARTMENT

Call 311 or (505) 768-2738 to request a call back for inspection scheduling.

### **AFTER PASSING THE ENVIRONMENTAL HEALTH INSPECTION**

The EHD health inspector will assist you in submitting a new business application. Once approved and entered into the EHD system, an invoice will be sent to the email on file. An annual fee of \$120.00 is required to keep a mobile food unit permit in good standing.

Invoices may be paid online by visiting <https://www.cabq.gov/311/pay-a-bill> and then selecting “Health Permits, Air Quality Permits and Fees, Vehicle Pollution Fees,” and entering your information in the following format: IN000000\_FA000000 (the invoice number and facility ID numbers separated by an underscore).

Checks must be made out to the “City of Albuquerque” and mailed to or hand-delivered to the Environmental Health Department with a copy of your invoice. Your permit will be provided once the check has cleared the Treasury Department and is reflected on your account.

**Mail To:**

City of Albuquerque  
PO Box 1293  
Albuquerque, NM 87103-1293

**Deliver To:**

City of Albuquerque: Environmental Health Department  
1 Civic Plaza NW  
Third Floor, Room 3023  
Albuquerque, NM 87102  
(Cash payments must be made in exact amounts)