



## 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 2<sup>nd</sup> St NW. Start at the Zoning counter and complete the application for a commercial business. Next, go to the Fire Marshal's office (4<sup>th</sup> floor, in the same building). After obtaining approval for your business license from Zoning and Fire, go to the Treasury window and pay for your business license (\$35.00)
4. **SCHEDULE A FIRE INSPECTION OF YOUR MOBILE FOOD BUSINESS** –The Fire Marshal won't inspect unless you have a business license. Call 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.
6. **AFTER PASSING THE ENVIRONMENTAL HEALTH INSPECTION** –Go to the City Treasury and pay the Health Permit Fee (\$120.00)

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