



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. Start at the Zoning counter and complete the application for a commercial business. Next, go to the Fire Marshal’s office (4th 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 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!**