



Temporary Businesses or Special Events

WHO NEEDS A BUSINESS LICENSE?

- Businesses operating within the Las Cruces city limits are required to have a Business License even if they are operated on a short term basis (temporary stand)
- Permanent Business that expand beyond the scope of the regular location for a special event or sale are required to license that event. (off site tent sale or parking lot sale)
- Community events that **EITHER** charge admission **OR** sell food or merchandise (whether held for profit or not)
 - Auction
 - Carnival/Circus or Kiddie Carnival
 - Christmas Tree Stand
 - Community Special Event (Renaissance Fair, Air Shows)
 - Distress Sale (going out of business, fire sale)
 - Fireworks stand
 - Flea Market (temporary)
 - Non-seasonal stand (rugs, sun glasses)
 - Outside Displays and Sales (on same location as permanent business)
 - Seasonal Stand (produce, holiday items)
 - Sporting Event, Outdoor Concert, Entertainment (air show, festival)
 - Tent Sale/Event (retail, religious, entertainment)

STANDARD REQUIREMENTS:

- All businesses must have a State of New Mexico Tax Identification Number. This may be obtained from:

New Mexico Taxation and Revenue Department
2540 El Paseo Las Cruces, NM 88001
524-6225
- Businesses with employees, other than owners, must obtain a Federal Employee Identification number for those employees. This may be obtained from:

Internal Revenue Service
505 S. Main (Loretta Town Center) Las Cruces, NM 88001
Local: 527-6903 1-800-829-4933
- All temporary business applications must include written authorization of land owner.
- Site plan of property showing the proposed location of the event within the property, setbacks, parking area, etc.

SPECIAL REQUIREMENTS:

- Specific business types require additional information such as proof of insurance, State licensing, and/or tent safety certificates. Please contact the Business registration Office for specific requirements

FEE: Temporary Licenses are issued for a specific time period and fees vary based on activity and duration.

- Auction \$40 per event
- Carnival/Circus or Kiddie Carnival \$100 per day (\$25 kiddie)
- Christmas Tree Stand \$35 per location
- Community Special Event \$150 per event
- Distress Sale varies
- Fireworks stand \$25 per event/per location
- Flea Market \$50 per event
- Non-seasonal stand \$35 up to 30 days
- Outside Displays and Sales \$10 per day
- Seasonal Stand \$50 up to 90 days
- Sporting Event, Outdoor Concert, Entertainment \$40 non-profit \$50 for profit
- Tent Sale/Event varies

Late Fee (assessed if business is in operation prior to securing a license) \$10.00/day

PROCESS:

- Complete, sign, and date the following:
 - City of Las Cruces Temporary Business Application
 - Fee payment cash or check payable to City of Las Cruces
 - Proof of or copy of State tax number (Also known as Combined Reporting System or CRS number)
 - All applicable attachments
- Deliver the application to the business registration office
 - Mail to: City of Las Cruces Attn: Business Registrations PO Box 20000 Las Cruces NM 88004 (Do **NOT** mail cash)
 - Hand deliver to City Hall at 700 North Main St, Ste 1100 Las Cruces, New Mexico
- Application may be circulated for review and/or inspection by zoning department, building department, and fire department.
- Some licenses can be issued on the same day. Any activity utilizing a tent will require inspection and should be submitted at least 3 business days in advance

**If you have questions, contact the Business Registration Office at (575)541-2287
Online at www.las-cruces.org >> Business >> Business Registration**

CITY OF LAS CRUCES	TEMPORARY BUSINESS APPLICATION
PO Box 20000, Las Cruces NM 88004	Office at 700 North Main Street – City Hall (575) 541-2287

State Tax ID Number: _____ - _____ - _____ - _____ - _____

Application Type: Seasonal stand _____ Non-seasonal stand _____ Fireworks _____ Christmas Trees _____
 Circus/Carnival _____ Auction _____ Sporting Event/Concert/Exhibition _____ Special Event _____
 Flea Market _____ Outside sales/display _____ Tent Sale _____ Distress Sale _____

Physical location of event: _____

Hours of Operation: _____

Name of Land owner: _____

Anticipated Start Date: _____ End Date: _____

Name of Business: _____

Business Owner's Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Business Phone: _____ local contact number: _____

REQUIRED ATTACHMENTS

- | | | | | |
|---------------------------------|--------------------------------|-------------------------------|---------|--------------|
| Site plan | Self-Inspection Form | Traffic Flow/Control | Parking | Dust Control |
| Land owner authorization | Adjacent property notification | List of participating vendors | | |
| NM Ride Inspection Cert. | NM Ag Cert. | NM Fire Marshal Certificate | | |
| Fire retardant tent certificate | Insurance Cert. | Distress Sale Acknowledgement | | |

APPLICANT'S SIGNATURE: _____ **DATE:** _____

BY ACCEPTING THIS APPLICATION, THE CITY DOES NOT GUARANTEE APPROVAL OF THE ACTIVITY.

OFFICE USE ONLY	Date Rec'd:	Received by:
CLC Receipt #:	Cash / Credit / Check #:	Amount:
Building Department Approval	Y N	Fire Department Approval
Inspected by:	Date:	Inspected by:
Zoning Approval	Y N	Econ Dev Approval
Reviewed by:	Date:	Reviewed by:
Issued - By:	Cert #:	Date:
		White – File Yellow – other review Pink – Fire

County Parcel ID: 02- _____ Zoning: _____