

# VILLAGE OF HATCH

## Home Occupations, Cottage Industry, Business Registration & Renewals Registration Guidelines

### **Business Licensing:**

In accordance with Chapter 5.04, Section 5.04.030 of the Code of Ordinances for the Village of Hatch, all persons who propose to engage in business within the municipal limits of the Village of Hatch shall apply and pay a Business Registration fee for each outlet, branch, or location within the municipal limits prior to engaging in business unless otherwise exempted.

Many businesses in the Village are based in residents' homes. When that is the case, both a Home Occupation Permit or Cottage Industry Permit and a Business Registration fee are required. If the business is located on a commercially zoned property, only the annual Business Registration fee is required. The following are the procedures for applying for permits and licenses.

**A Business Registration Application** must be completed each and every year that you apply to do business in the Village. Information changes and the Village is trying to keep updated information on the database.

**If your business** will be based out of your home you must receive approval from the Planning and Zoning Department. Once you have received approval for a **Home Occupation Permit** or a **Cottage Industry Permit** you must next complete the **New Business Registration Application** and return it with your \$35.00 Business Registration Fee. Please note that a New Mexico Gross Receipts Tax Number (CRS#) is required before a Business License can be issued. That number can be obtained from the New Mexico Taxation and Revenue Department Office at 5301 Central Ave., NE in Albuquerque. Any questions concerning the CRS# should be directed to the Taxation and Revenue Department at 505-841-6200. Failure to obtain a Business License within three (3) months of your Home Occupation approval will result in the revocation of the Home Occupation Permit. You will then have to re-file you Home Occupation application with a new payment of \$10.00.

The Business Registration fee of \$35.00 is an annual fee, which is assessed every year. Each year renewal invoices are mailed in January and the deadline for renewal is March 16. Failure to renew by the deadline will result in an additional \$10.00 late fee.

If you have any further questions, please contact the Village Municipal Offices.