



Home Based Certificate of Occupancy with no clientele or employees.

A home based business registration (license) is issued to businesses who are conducting business operations from their residence. Acquiring a business registration (license) for a home based business is also a two-step process. The first step requires obtaining a certificate of occupancy (CO) and the second step in the process is to register your business. You can follow the process below to get your Home Based Certificate of Occupancy application reviewed and approved. To register your business, please follow the business registration process outlined for a commercial business.

Complete the [Certificate of Occupancy Application](#) (pdf). Complete the highlighted areas of the application. In addition to the application, you will need the following documents to accompany the completed application:

1. Letter of Application. The letter of application should describe the kind of home based business and the function. You may download the following attached example: **Click here.**
2. Sketch of floor plan. The floor plan should depict the interior of the residence or outside buildings. The plan should indicate the location of the home based business office and its square footage.
3. Location Map (You can get this from Google Earth). The location or vicinity map will identify the property location. This map can also be located in the phone book or Horton map book.

Please submit your completed CO application to the Inspections and Enforcement Division which is located in the basement of City Hall (200 Lincoln Avenue). A Home Based CO with no customers or employees does not usually require a fire inspection nor a building inspection. The Inspections and Enforcement Division will advise you if you will need a building inspection upon review of your application.



1311 Siler Rd
Santa Fe NM 87507
505-473-2255 Fax 505-438-3203

May 2, 2019

To whom it may concern:

Mr. Roque Garcia has our permission to place his food stand in front of Big Jo True Value Hardware, located at 1311 Siler Road.

A handwritten signature in cursive script that reads "Rick CdeBaca". The signature is written in dark ink and is positioned above a horizontal line.

Rick CdeBaca. Vice President

The words "SAMPLE" and "LETTER" are written in a large, hand-drawn, capital-letter font. They are enclosed within a hand-drawn oval shape. The text is written in dark ink.

SAMPLE
ONLY

ROQUE'S FOOD CART
LOCATED AT BIG JOE LUMBER
1311 SILER ROAD

ROQUE'S
FOOD
CART

BIG JOE LUMBER
1311 SILER ROAD

170933

SILER RD

