



Owner-Occupied Short-Term Rentals

Business Registration Submittal Checklist



This document is meant to help you navigate the Owner-Occupied Short-Term Rental (STR) Business Registration application process. If you are applying for a Non-Owner Occupied Short-Term Rental Business License, refer to [that submittal checklist](#).

“Owner-Occupied” is a Dwelling that is the Owner’s primary residence for at least 275 days per year or an Accessory Dwelling Unit that is located on the same legal lot of record as the Owner’s primary residence. [Ordinance 2022-7](#) requires Owner-Occupied Short-Term Rentals to obtain a Business Registration by June 1, 2023.

To successfully register an Owner-Occupied Short-Term Rental, a dwelling must have been constructed with legal permitting. Before you begin the registration process, [please review the permitting requirements](#) and ensure your dwelling meets all requirements.

We recommend that you make an application review appointment so that we can help you complete the licensing process. You may schedule an appointment to have your application reviewed and processed, or you may submit your application by email. Call Santa Fe County Building & Development Services at 505-995-2700 to schedule an STR application review appointment. Appointments are booking a few weeks out. We are committed to helping you meet the June 1 deadline.

To submit your application online complete the steps below and email all documents to COrtiz@santafecountynm.gov. Please create separate documents for each item and label the PDF attachments with your last name and the document name. Call 505-995-2700 to inform staff of your submission.

If you need help or have questions, contact the Constituent Services Liaison in your [County Commissioner’s Office](#). (Click on your Commissioner’s name, and you’ll find your Liaison’s contact information. If you don’t know who your Commissioner is, click on the [Interactive Commission District Map](#) and enter your address.)

Step 1: Review the [permitting requirements](#) information to ensure your dwelling meets all requirements for an STR Business License.

Step 2: [Request an Assigned 911 Address Form](#)

Step 3: Call Santa Fe County Building & Development Services at 505-995-2700 to schedule an STR application review appointment.

Step 4: Gather your documents. You will need to take the [completed application form](#) and the following documents to your appointment. Please read all instructions carefully to be prepared for your appointment.

- [Site Plan](#)
- [Floor Plan Highlighting STR Area](#)
- [Proof of Primary Residence](#)
- [Deed and Survey Plat](#)
- [Proof of Property Taxes Paid](#)
- [Fire Self-Certification Form](#)

- [State CRS Number](#)
- [Assigned 911 Address Form](#)

Step 4: [Complete the Owner-Occupied Short Term Rental Business Registration Application Form.](#)

Step 5: [Attend your scheduled STR application review appointment or submit your application via email.](#)

Step 6: [Notify your neighbors after your STR application review appointment.](#)

Required Documents

Assigned 911 Address Form

To request an Assigned 911 Address Form, email e911addressing@santafecountynm.gov or call one of the following staff members:

- Socorro Ojeda 505-995-2732
- Anthony Teba, 505-986-6246,
- Michael Carr, 505-986-6315
- Mark Jurgens 505-986-6347

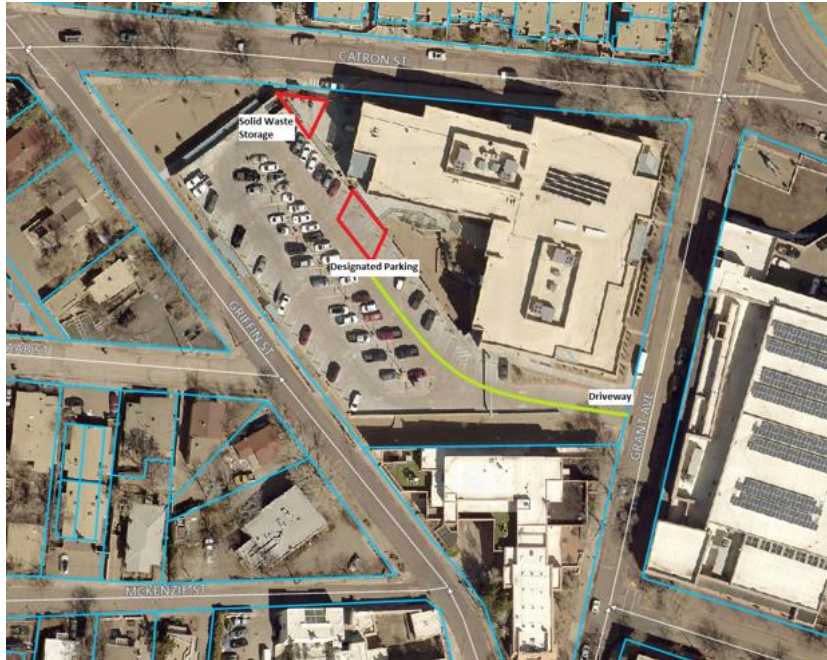
Include your full name, phone number, and complete address or property tax account number. Please begin this process as soon as possible. Your completed Assigned 911 Address Form will be available at your application review appointment. If you are submitting your application materials via email, include that information in your request and the completed form will be sent to you. Please be aware that if there is a discrepancy, staff will work with you and the Building & Development Services Division to resolve the issue.

Site Plan

A site plan must include a visual representation of your entire property with all existing structures, parking spaces, driveway, and solid waste storage or trash receptacles illustrated. This can be obtained by printing a satellite view from Google maps or Apple maps, zoomed in on your property. You can also find an aerial view on the [Santa Fe County Assessor's website](#) under the Parcel Search option. You can add notations by hand to illustrate the required items listed below. *There is no need to have a professional create the site plan.*

Parking spaces for short-term rentals must be clearly designated and outlined on the map and cannot include double/stacked parking, vacant areas where cars *could* park, or undesignated parking along roads/driveways. These parking spaces represent the available parking for your STR business. The number of parking spaces designated on your site map will be noted in the STR Business Notice to Renters Letter, which will be completed during your application review appointment. Solid waste storage or trash receptacles must also be clearly designated and outlined on the site map.

Example Site Plan with the Required Annotations:



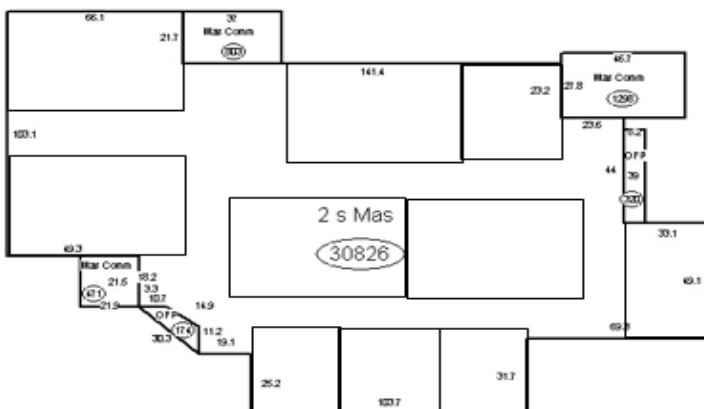
An annotated site plan for the 100 Catron St., Santa Fe County Administrative Complex. Site plans must have designated structures, parking spots, solid waste (trash) storage, and driveway clearly distinguished.

Floor Plan Highlighting STR Area

This required document illustrates the internal layout of rooms (living room, bathroom, kitchen, etc.) and entrances/exits of the STR dwelling. Floor plans can be easily obtained from the [Santa Fe County Assessor's website](#). Search for your address under "[Parcel Property Map Search Tool](#)" then click on the link, "See Sketch and Property Description Information" in the window on the left side of the map.

Label the rooms on the floor plan. Measure the size of the STR space and handwrite it onto the rooms identified on the floor plan. Please note that a hand-drawn floor plan suffices, *there is no need to have a draughtsman create this*. We are looking for layout and square footage of the STR space which can be easily measured.

Example of a Floor Plan:



Floor plan sketch of 100 Catron St., Santa Fe County Administrative Complex, downloaded from the Santa Fe County Assessor's Parcel Map Search Tool.

Proof of Primary Residence

Any ONE of the following items with the property address printed on the document:

- Utility Bill
- Voter Registration
- Motor Vehicle Registration
- Driver's License or other state-issued identification
- IRS W2 Form
- Bank Statement

Deed and Survey Plat

Call the [Santa Fe County Clerk's Office](#) at 505-986-6280. Press 2 to request both your Deed and your Survey Plat. Documents can be picked up in person at 100 Catron St. and are \$1 per each printed page. Please note that some properties do not have an approved Survey Plat and require more time and research. Staff at the Clerk's Office will help you get what you need as quickly as possible.

Proof of Property Taxes Paid

Call or email the [Santa Fe County Treasurer's Office](#) to request a Tax Certificate at treasurer@santafecountynm.gov or 505-986-6245. You can pick up your certificate or it can be emailed to you.

Fire Self-Certification Form

[Complete the self-certification form](#). Follow the instructions and inspect your property for fire prevention and safety. The form does not require approval from the Fire Department. Initial and sign where indicated, print, and bring the completed form to your application review appointment.

State CRS Number

Obtain a State Tax ID/CRS ID Number. New Mexico requires anyone engaged in business in New Mexico to register with the Taxation and Revenue Department. During registration, each business will be provided with a State Tax ID Number, also known as a Combined Reporting System (CRS) ID Number. This registration is used to report and pay tax collected on gross receipts from business conducted in New Mexico. To apply for a CRS ID Number or for more information, visit the [NM Taxation and Revenue Department website](#) or call 505-827-0700.

Legal Permitting

If you have converted a garage, studio, or other structure without proper permitting, it is not considered a legal dwelling. Dwellings built before 1981 are considered "pre-code" or "legal non-conforming." Both of these situations require further research. If you know that construction was done on your property without proper permitting, you need to obtain an "after the fact" permit and it may take longer than the typical process. If you believe the dwelling you plan to register as a short-term rental falls into any of these categories, call 505-995-2700 to begin the permitting process. *This must be completed before your application review appointment.*

Owner Occupied STR Business Registration Application

Complete the application form, print it, and bring it to your application review appointment or email it to COrtiz@santafecountynm.gov.

What to Expect at Your Application Review Appointment

- Pay the \$35 Business Registration Fee
- Review all documents with a Growth Management permitting representative
- If the application is complete and all required documents are included in your submittal you will receive a Business Registration Number and documents for display in your short-term rental unit.
- If your application is not complete, a Growth Management permitting representative will identify the documents that need to be corrected or obtained and provide you with contact information and resources. If your application is not approved upon your initial application review appointment, you will not be subject to penalties for operating an STR without a license immediately. You are expected to obtain and/or correct the missing documents and submit to Growth Management as soon as possible.
- Notify Your Neighbors. For both owner-occupied and non-owner occupied STRs, applicants are required to send letters to adjacent property owners and their Homeowners Association (if applicable) informing them of the Short-Term Rental. The required notice letter will be generated and the addresses of adjacent properties will be provided to you at your STR application review appointment. An affidavit of mailing is required.

In order to make this process as convenient as possible, for a small fee staff will provide you with envelopes, postage, copies of the required notice letters, and required enclosures so you can mail the letters and complete the affidavit upon completion of your application approval.

The contact listed on the required notice letter will be the 24-hour contact for the rental and is responsible for liaising with renters in the event of a disturbance (noise complaint, etc.) The contact listed on the required notice letter should be the same name as the one listed on the STR application form.

If you email your application or opt not to send the letters during your STR application review appointment, you will be required to send the required notice letter to the addresses provided by the Growth Management permitting representative within 15 days of approval of your STR business registration.

There are situations where the property is not a legal lot of record or there is an unpermitted dwelling on the property and a permit, plat or variance is required. Upon submittal of a complete application for a variance, permit or plat, business owners will receive a temporary registration/license number that will allow them to continue to do business while their application is processed.

Click here for STR [Frequently Asked Questions.](#)