

New license applications **within** the City of Alamosa limits must be completed and presented at City Hall for review by the Building Inspector or Planner for zoning compliance. Payment will be taken at that time. **Renewals** can be completed on line if the business has not changed locations.

Instructions for renewing/applying for a City of Alamosa Sales Tax/Business License online

Go to **Bill Payments**

- Select Sales Tax/Business Licenses Payment
- Register (If you have already registered your information should appear here.)
- Complete the required information
- Check your email for an activation link

Activate Account Follow the link back to the log in page

- Log In
- At the top of the page choose the HOME tab
- On the right hand side under Available Services choose *Business Licenses*
- From the highlighted band under BUSINESS LICENSES HOME choose *Associate a licensee with your online membership.*
- Complete all information indicated by the red * (asterisk)
- Associate New License

NOTE: License associations are approved daily at the end of the day so please **allow 24-48 hours** for the association approval process to be completed.

After the waiting period, log back into your account

- Select *Business Licenses*
- Next, select *On Line Services*
- Apply for a New License
- Choose *Business License*
- Complete the requested information
- Submit License Application

You will receive a confirmation number that your license was successfully submitted.

NOTE: License applications are approved daily at the end of the day so please **allow 24-48 hours** for approval.

After waiting period, log back in to your account.

- On the left hand side of the screen choose *Business Licenses*. You should see your business license number then the word "Pending".
- Click on the license number.
- On the next screen choose *Pay Balance*.
- Complete payment process. Please print a receipt for your records.

Licenses can alternatively be applied for and paid by check or money order. Renewal notices will be sent the second week of November.