

Note: *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 Business License on line.

Go to **Bill Payments**

Business Licenses and Sales Tax

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

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 waiting period, log back into your account

[Business Licenses](#)

[On Line Services](#)

[Apply for a New License](#)

[Business License](#)

Complete the requested information

[Submit License Application](#)

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

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