



Doña Ana County Office of the County Clerk

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www.donaanacounty.org

Vendor's License Permit Application

Vendors must obtain a license from the County before engaging in business. Itinerant Vendors engaging in business in the service area of Doña Ana County shall pay an annual license fee of thirty-five dollars (\$35.00). Temporary Site-Specific Vendors shall pay a license fee at the rate of five dollars (\$5.00) per day not to exceed twenty-five dollars (\$25.00) for the entire one hundred twenty (120) day maximum allowable period for each site. An application must be completed for each business.

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| <input type="checkbox"/> Itinerant Vendor – A person, who sells, offers to sell, displays for sale, solicits or takes orders for such items as food, merchandise, or services of any character from non-specified location(s) including, but not limited to ice cream trucks, snack wagons, food carts, traveling salesmen and all other mobile vendors. Vendor Type <input type="checkbox"/> Food – Attach NMED License <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Temporary Site-Specific – A person who sells, offers to sell, displays for sale, solicits or takes orders for such items as food, merchandise, or services of any character at a specific location not to exceed one hundred twenty (120) days. A site plan must be attached as described below. Vendor Type <input type="checkbox"/> Food – Attach NMED License <input type="checkbox"/> Fireworks – Attach Fire Marshall License <input type="checkbox"/> Landowner Permission <input type="checkbox"/> Other: _____ |
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| BTIN # (State Taxpayer ID) | | Individual <input type="checkbox"/> | Partnership <input type="checkbox"/> | Corporation <input type="checkbox"/> |
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| Name of Applicant: | |
| Name of Business: | |
| Phone Number: | Email Address: |
| Event Location and starting and ending dates: | |
| Are Hazardous Materials stored or used in your business? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, an Inventory/Disclosure form must be completed. | |
| By signing below, I affirm that all the information provided is true and correct and I agree to comply with Ordinance #72-90 and all Doña Ana County rules, regulations, and ordinances. | |
| Applicant's Signature: | Date: |

General Requirements

- All display stands or structures must comply with any applicable County Building regulations.
- Vendors shall not obstruct any public road or right-of-way while engaging in business and be located in a commercially zoned area.
- A minimum twenty sq. ft. (20sq.ft) area is required for each display stand.
- Each display must have at least one trash receptacle with a minimum height of three feet (3').
- All display signs must be placed in areas that do not obstruct traffic or the public view.
- Two (2) customer parking spaces must be provided for each display and one (1) space for every two hundred feet (200 sq.ft.) or portion thereof for the designated display area.
- Every vendor shall display the "Vendor's License" issued by the County Clerk's Office at all times.

Site Plan Requirements for Temporary Site-Specific Vendors

A scaled drawing of existing and proposed buildings and structures, property lines, distance between buildings, distance between buildings and property lines (setbacks), driveways, all road and utility easements and rights-of-way.

| OFFICE USE ONLY | |
|--------------------------|-------------------------|
| Application Fee: | Name of Event: |
| Number of days of Event: | Case Manager Signature: |