



**DOÑA ANA COUNTY
OFFICE OF THE COUNTY CLERK**

845 North Motel Boulevard – Las Cruces, New Mexico 88007
(575) 647-7421 – Fax: (575) 527-9857 – Toll Free: 1 (877) 827-7200
www.donaanacounty.org

VENDOR'S LICENSE 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 up to and not exceeding 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.

State Taxpayer ID #	Individual <input type="checkbox"/>	Partnership <input type="checkbox"/>	Corporation <input type="checkbox"/>
<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 – NMED Food Vender License (Attach a copy of your 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. Vendor Type (Attach a copy of the following that apply.) <input type="checkbox"/> Food – NMED Food Vender License <input type="checkbox"/> Fireworks – State Fire Marshal’s Firework License <input type="checkbox"/> Landowner permission <input type="checkbox"/> Other _____ <i>A site plan must be attached as described below.</i>		
Applicant’s Name:			
Business Name:			
Applicant’s Mailing / Physical Address:			
Event Location:			
Applicant’s E-mail:		Applicant’s Phone:	
Are hazardous material stored or used in your business? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, an Inventory / Disclosure form must be completed and attached.			
----- FOR COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY -----			
Application Fee: \$	Name of Event:		Ending Date:
Clerk’s Receipt: #	Starting Date:		Case : #
Director or Designee’s Signature:	Zoning: <input type="checkbox"/> APPROVED		<input type="checkbox"/> DENIED

GENERAL REQUIREMENTS

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

Site Plan Requirements

A site plan shall be drawn to scale. The property boundary shall be indicated including dimensions. All existing and proposed structures and buildings shall be indicated along with their dimensions and distances from property lines. Bordering streets shall be indicated. Driveways, Parking, and Signs including the dimensions shall be indicated on the site plan.

By signing below, I affirm that all of the information provided to apply for a Vendor’s License is true and correct and I agree to comply with Ordinance #72-90 and all Doña Ana County rules, regulations and Ordinances. <u>Applicant’s Signature:</u>	<u>Date:</u>
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