



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

845 North Motel Boulevard – Las Cruces, New Mexico 88007  
(575) 647-7421 – TTY (575) 525-5951

[www.donaanacounty.org](http://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 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.

<b>State Taxpayer ID #</b> (BTIN # - 11 digits)	<input type="checkbox"/> <b>Individual</b> <input type="checkbox"/> <b>Partnership</b> <input type="checkbox"/> <b>Corporation</b>
<input type="checkbox"/> <b>Itinerant Vendor</b> - 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.  <b>Vendor Type</b> <input type="checkbox"/> Food – NMED Food Facility Permit (Attach a copy of NMED approved food facility permit) <input type="checkbox"/> Other _____	<input type="checkbox"/> <b>Temporary Site-Specific</b> – 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.  <b>Vendor Type</b> (Attach a copy of the following that apply.) <input type="checkbox"/> Food – NMED Food Facility Permit <input type="checkbox"/> Fireworks–State Fire Marshal's Firework License (#8 below) <input type="checkbox"/> Landowner permission <input type="checkbox"/> Other _____ <b>A site plan must be attached as described below.</b>
Applicant's Name:	
Business Name:	Number of Employees:
Applicant's Mailing / Physical Address:	
Event Location, starting and ending dates:	
Applicant's E-mail and/or URL address:	Applicant's Phone:
Are hazardous material stored or used in your business?      Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If Yes, an Inventory / Disclosure form must be completed and attached.</b>	

**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 square foot (20 sq. ft.) 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 feet (3').
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 square feet (200 s.f.) or portion thereof for the designated display area.
7. Every vendor shall, at all times, prominently display the "Vendor's License" issued by the County Clerk's Office.
8. The sale of fireworks **SHALL NOT** commence until inspection and approval is obtained by the Doña Ana County Fire and Emergency Services Department.

**Site Plan Requirements for Temporary Site Specific Vendors**

A site plan shall be drawn to scale. The property boundary dimensions shall be delineated along with all existing and proposed structures and buildings with dimensions and distances from all property lines and other structures. Bordering streets, driveways, parking areas, and signage, including dimensions, shall be indicated on the site plan.

<b>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.</b>		<b>Date:</b>
Applicant's Signature:		
<b>OFFICE USE ONLY</b>		
Application Fee:	Name of Event:	
Number of days at Event:	Case Manager Signature:	