



# MOBILE VENDING LICENSE

The undersigned or authorized agent or representative of the following named and described business does hereby make application for a Mobile Vending License pursuant to the City of Elephant Butte's Business Registration/License Fees Code 110.

NAME OF BUSINESS \_\_\_\_\_

ADDRESS/LOCATION FOR VENDING \_\_\_\_\_ Date(s) \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ WEB ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

NM REVENUE ID \_\_\_\_\_

DESCRIPTION OF PROPOSED RETAIL SALES \_\_\_\_\_

### § 110.08 FEES AND CHARGES

Mobile retail vendor: \$25/day; maximum \$200/year.

### PURSUANT TO ELEPHANT BUTTE CODE 155.005, 110 THE DEFINITIONS ARE AS FOLLOWS:

**Mobile Retail Vendors, as defined in § 155.005;** Any person who engages in the sale of retail goods or services from any location other than a building that meets the requirements of the New Mexico Uniform Building Code, the International Building Code, or the New Mexico Manufactured Housing Act as applicable to commercial buildings.

1. Every application for temporary/special use is required to be submitted a minimum of **ten (10)** business days in advance of proposed start of business or event, and shall contain the following information that is applicable in addition to other information required of business license applications:
  - a. Each application shall include a copy of the Tax Identification number issued by the New Mexico Department of Taxation and Revenue for the business. Business name on state issued tax paperwork must match the business name on application.
  - b. For food vendors, the applicant shall provide a copy of the New Mexico food certificate.
  - c. An estimate of the number of guests or patrons that are expected to attend the business or event.
  - d. A diagram or floor plan when applicable and pictures of the premises showing the location of activities, emergency access, and a description of how access to the event is to be controlled. If you are not the owner of the property or the land, you must have a permission letter from the owner of the land authorizing the use of the property including parking, sanitary facilities, waste receptacles, and liability insurance in the amount of \$1,000,000 combined coverage before the business license is issued.
  - e. Applicants shall obtain an approved zoning permit pursuant to the provisions of Chapter 155 of this code prior to issuance of a business registration or license. The business registration or license shall apply only to those uses approved in the zoning permit. The Clerk shall advise the applicant of the procedure for obtaining a zoning permit.



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## REQUIRED DOCUMENTS FOR A COMPLETE MOBILE VENDING LICENSE PACKET

- \_\_\_ Completed Mobile Vending License Application
- \_\_\_ Completed General Land Use Application §110.003-Zoning Approval
- \_\_\_ Signed Approval from Property Owner Allowing Temporary/Special Use Business/Event
- \_\_\_ Emergency Access Plan and Diagram of Property and Location of Proposed Site
- \_\_\_ NM CRS Paperwork
- \_\_\_ Hours of Operation for Each Day of Business/Event
- \_\_\_ State of New Mexico Food Servers and/or Food Sales Certificate

Owner [ ] Authorized Agent [ ] Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



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\*\*\*City of Elephant Butte Office Use Only\*\*\*

Date Mobile Vending License Application Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Application Complete: YES \_\_\_\_\_ NO \_\_\_\_\_

If any documents are missing please notate here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Land Use – Zoning Administrator

Zoning Classification of Property: \_\_\_\_\_

Zoning Permit Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Case No. \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator - Signature

\_\_\_\_\_  
Zoning Administrator – Printed

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City Staff- Approval of Mobile Vending License:

City Clerk: \_\_\_\_\_

Registration No: \_\_\_\_\_