

ITINERANT VENDOR PERMIT APPLICATION SUBMITTAL CHECK LIST

The following submittals are required in order to be considered for an Itinerant Vendor Business Permit. Please complete and submit this completed application along with the required documentation as outlined in Section 5.12, Article II Vendors, Peddlers and Solicitors of the Town of Taos Municipal Code. Complete application packets shall be submitted to the Planning, Community and Economic Development Department. Incomplete, inadequate or late submittals will result in delay or rejection of the request for an Itinerant Vendor Permit. Please contact staff with questions regarding the submittals required herein. *NOTE: ALL DRAWINGS MUST BE DRAWN TO SCALE

- Completed Itinerant Vendor Permit Application
- Itinerant Vendor Permit Application fee - \$35.00
- Fire Inspection fee - \$25.00
- Written lease or written permission of the owner of the property from which sales are to be made to be dated not more than sixty (60) days prior to the date of the application.
- Proof of property ownership – (Copy of registered deed)
- Vicinity Map
- Site Plan (minimum size 24” by 36”, minimum scale 1” = 20’). Site plan shall depict all existing and proposed structures, setbacks, parking area, right-of-way and other applicable strict/standard requirements
- Submit a narrative explaining the type and quality of the goods, wares or merchandise to be sold or offered for sale by applicant in the town, and the cost of such goods, wares and merchandise
- Food Certificate from the New Mexico Environment Department (Food Vendor)
- Approved Fire Inspection from the Town of Taos Fire Marshal (Food Vendor)
- All food vendors using propane must receive an inspection from the New Mexico LP Bureau and must adhere to the New Mexico Regulations and Licensing Department LP Gas Bureau Rules and Regulations for LP Gas (attached) before any new or renewal Itinerant Vendor Permit is issued. Must submit inspection approval with application
- If any propane appliance or equipment is replaced a new inspection from the New Mexico LP Bureau must be completed and the new appliance or equipment information must be submitted to the Planning, Community and Economic Development Department along with the new inspection approval
- All food vendors that offer food for sale shall be required to have an approved grease trap or proof that the grease is being disposed in an approved grease trap
- All vendors shall be required to dispose of garbage at an approved sanitary container, dumpster, etc.
- Submit a narrative explaining how the Itinerant Vendor Permit applied for will meet the requirements of Article II of Section 5.12 Itinerant Vendors, Peddlers and Solicitors. (The

Itinerant Vendor Permit will not create a danger to the public health, safety or welfare, nor cause an extraordinary expense, nor create a nuisance.)

- Submit a brief description of the sign(s) to be used for advertising done or proposed to be done in order to attract customers which shall comply with the sign ordinance. No more than two (2) signs, totaling no more than twelve (12) square feet. A-Frame signs are permitted.