



# VENDOR PERMIT

Community Development Department

VILLAGE OF LOS LUNAS

660 Main Street NW

Los Lunas, NM 87031

(505) 839-3842

**Prior to submitting this application, please review the information and additional requirements on the following page.**

## 1. CONTACT INFORMATION

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name, if applicable \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

☐ NM Tax # (Issued by the New Mexico Taxation and Revenue Department) \_\_\_\_\_ or ☐ Using Personal Tax Information  
Please DO NOT include your identifying number.

## 2. VENDING INFORMATION

Event Name, if applicable \_\_\_\_\_

Event Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Vending Location Address: \_\_\_\_\_

If no address, provide legal description (subdivision, block, lot) \_\_\_\_\_

Vending dates: Beginning \_\_\_\_\_ Ending \_\_\_\_\_ Total Days: \_\_\_\_\_

What will you be selling? \_\_\_\_\_

Have you obtained a Vending Permit through the Village of Los Lunas before? ☐ Yes ☐ No

## 3. SIGNATURE OF AUTHORIZED APPLICANT

By signing below, I understand that I am obliged to pay the Vending Fee, assessed at \$25.00 for the first day of vending and \$10.00 for each additional day. I agree not to vend on public property, including street corner vending on a public right-of-way; I agree not to vend on private property unless I have obtained written permission from the property owner; and I agree not to sell in any restricted areas. I have provided all required documentation. I agree to carry a copy of my Vendor Permit at all times while I am vending.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### \*\*OFFICE USE ONLY\*\*

Permit #: \_\_\_\_\_

Received Date \_\_\_\_\_

☐ APPROVED ☐ DENIED

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES

For Cashier's Use Only

### FEE CALCULATION

|                             |        |          |
|-----------------------------|--------|----------|
| VENDOR FEE, FIRST DAY       |        | \$ 25.00 |
| VENDOR FEE, ADDITIONAL DAYS | x \$10 | \$       |
| <b>TOTAL FEES</b>           |        | \$       |

# VENDOR PERMIT

## Required Documentation

### WHAT IS A VENDOR?

Vending in the Village of Los Lunas is regulated by Section 5.04.020 E of the Municipal Code, which states:

*"(...) Vendors of all kinds, who sell merchandise or services of any character, whether delivery be made by them or not, or who shall temporarily bring into the city stocks of goods, wares or merchandise, including fruits or vegetables, and offer the same at the public auction or private sale, or who shall offer to perform services for a period of time less than two weeks, at the rate of twenty-five dollars for the first day, and for each succeeding day ten dollars; provided, however, that this section shall not include traveling salesmen or drummers taking orders for merchandise to be delivered to retail dealers only; and provided further, however, that **nothing herein shall apply to any person selling fruits, farm or garden produce of his own raising (...)**"*

This means, if you are selling any type of goods or providing any type of service, on a temporary basis of ten calendar days or less, and outside of a permanent business location in the Village of Los Lunas, then you are considered a vendor. The only exception to this is the sale of fruits, farm, or garden produce that you have grown yourself. If you are selling produce that you have raised yourself in the Valencia County area, you are not required to obtain a vendor permit, but you must still obtain permission from the property owner where you will be vending.

### ■ WRITTEN PERMISSION FROM PROPERTY OWNER

Please submit with this application written permission from the property owner of the property on which you intend to locate. **There is no vending or parking allowed on public property.**

### ■ FOOD SALES

If you will be selling food, you must obtain a health certificate from the New Mexico Environment Department (NMED). The local field office is located at 475 Courthouse Rd SE Suite B.

You may also be required to obtain a Village of Los Lunas Fire Inspection. You can schedule an inspection with the Los Lunas Fire Department by calling 505-352-7616. *Please note that inspections conducted by other agencies will not be accepted in lieu of the Village of Los Lunas inspection.*

### ■ PERMIT SUBMITTAL

Applications can be turned in to the Community Development Department at 660 Main St NW, Los Lunas, NM 87031 or by emailing [planning@loslunasnm.gov](mailto:planning@loslunasnm.gov).