

PUSHCART VENDOR PERMIT APPLICATION SUBMITTAL CHECK LIST

The following submittals are required in order to be considered for a Pushcart Vendor Business Permit. Please complete and submit this completed application along with the required documentation as outlined in Section 5.12, Article III Pushcart Vendors of the Town of Taos Municipal Code. Complete application packet 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 a Pushcart Vendor Permit. Please contact staff with questions regarding the submittals required herein. *NOTE: ALL DRAWINGS MUST BE DRAWN TO SCALE

- Completed Pushcart Vendor Permit Application (For public property push cart vendor applications submit application by March 15 of each year, applications received after March 15th may be considered depending on need and availability of unissued permits)
- Pushcart Vendor Permit Application fee - \$135.00 Public Property / \$35.00 Private Property
- Fire Inspection fee - \$25.00
- If on private property a written lease or written permission of the owner of the property from which sales are to be made.
- Proof of property ownership – (Copy of most recent registered deed)
- Vicinity Map
- Photograph of the cart, the size of the cart, materials used. If the cart is not yet built, submit reasonably accurate drawings or blueprints, specifications, a color rendering of the cart and materials to be used.
- Photograph of the proposed signs and/or menu signs (prices must be displayed prominently on a sign) or submit a brief description of the sign(s) to be used. Signs must be attached to the push cart.
- 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 describing the products proposed to be sold including prices
- Food Certificate from the New Mexico Environment Department (Food Vendor)
- Proof of comprehensive general public liability and property damage insurance naming the Town of Taos as an additional insured and providing coverage in at least the maximum liability amounts specified in the New Mexico tort claims act New Mexico Statutes Annotated Section 41-4-19. In the application, the applicant shall also indemnify and hold harmless the town of Taos against all liability, harm or claims arising out of the permitted use.
- For pushcart vendors on public property only: As a condition of obtaining a permit, such vendors shall allow the Town Police Department to conduct a background Investigation through the national crime and information center. Vendor shall provide the Town of Taos Police department with a social security number, driver’s license or other similar

identification to perform the background check. If the background check discloses information indicating that the applicant is unfit, a permit shall not be issued, or if already issued shall be revoked.

- 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 Department (LP Gas Bureau Rules and Regulations for LP Gas (attached) before any Pushcart 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. (Must adhere to the requirements as outlined in the NM Regulations and Licensing Department L.P. Gas Bureau Rules and Regulations.
- 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 Pushcart Vendor Permit applied for will not create a danger to the public health, safety or welfare, nor cause an extraordinary expense, nor create a nuisance as per Article III of Section 5.12 Pushcart Vendors.
- Submit a brief explanation on the pushcart power supply and how it is consistent with state regulations (Pushcart vendors shall be responsible for their own power supply consistent with state regulations.)
- Owner's Affidavit (To be completed only when applicant has an agent)