



CITY OF CARLSBAD

Licensing and Permits Department

Phone (575) 887-1191, Ext. 260 or 261
Fax (575) 885-9871

SPECIAL LICENSE APPLICATION

NON-REFUNDABLE APPLICATION FEE:

- \$25.00 for Solicitors (door-to-door)
- \$10.00 all others

Date: _____

BUSINESS NAME:

TYPE OF BUSINESS/PURPOSE OF LICENSE:

LOCATION OF BUSINESS (Physical Address):

NM ID #:

MAILING ADDRESS:

BUSINESS OWNER:

DATES OF LICENSE USE:

E-MAIL ADDRESS: _____
PHONE NUMBER: _____
APPLICANT'S SIGNATURE:

FOR OFFICIAL USE ONLY

Solicitor's License? Yes No

Council Action: Approved Denied Date: _____

Conditions Required: _____

CITY OF CARLSBAD PROCEDURES FOR APPLYING FOR SPECIAL LICENSE

MEETING TIME AND DATE: Special License Requests are presented to the City Council. This application will be set for Council on _____.

DEADLINE: The deadline for submitting applications for City Council is _____.

APPLICATION FEE: The Fee is due upon submission of application. The fee is \$25.00 for Solicitors and \$10.00 for all others.

LETTER OF INTENT: A letter explaining the reason for the request must be submitted. The letter should be typed and addressed to the Carlsbad City Council.

BOND: (from Section 28-163 of the City of Carlsbad, Code of Ordinances, bold type added)
“The provisions of section 28-162(a) shall not apply to any person if such person for himself, or through his employer, shall have:

(1) Posted a surety bond, with a surety licensed to do business in the state, in the amount of \$1,000.00, to the city and the residents of the city conditioned that the person posting the surety bond shall comply fully with all the provisions of the ordinances of the city and the statutes of the state regulating and concerning the business licensed, and guaranteeing to any resident of the city that all money paid will be accounted for and applied according to the representations of the licensee, and further guaranteeing to any resident of the city doing business with such licensee that the property or services purchased will be delivered or furnished according to representations made by the licensee, and will conform to such representation, whether such representations be oral or in writing, and that the licensee's contract in all respects will be fully performed. Action on such bond may be brought in the name of the city to the use and benefit of the aggrieved person or in the name of the aggrieved person. **The term of such bond shall be at least one year.**
a. Any employer may purchase such a bond for any person employed by him or representing him in any capacity. If such bond is purchased by an employer of **more than one employee**, he shall purchase one such bond in the amount of **\$2,000.00**, which bond shall cover all persons employed by him or representing him in any capacity.”

ATTACHMENTS: Any additional information about business such as brochures, plans, or deeds should be submitted with the application.

SUBMIT TO: City of Carlsbad
Licensing & Permits Department
101 N. Halagueno (or mail to PO Box 1569)
Carlsbad, NM 88220
Phone: (575) 887-1191, Ext. 260 or 261

PRESENCE AT MEETING: The Carlsbad City Council will vote on the request during a regularly scheduled City Council meeting. The applicant or his/her representative must be present to address any questions that the Mayor or Council members may have.