



Receipt Date Stamp

CITY OF CARLSBAD
Planning, Engineering, and Development Dept.
Phone: (575) 885-1185
Fax: (575) 628-8379

NON-REFUNDABLE APPLICATION FEE:

- \$25 Door to Door--City Solicitation License
\$25 Dance, per day
\$200 Dance, per year
\$50 Boxing, wrestling, fighting, or martial arts exhibitions or contests, per performance
\$100 Carnival, circus, or menagerie, per day
\$250 Pawnbroker, per year

Date: \_\_\_\_\_

BUSINESS LICENSE
(SPECIAL EVENTS/PAWNBROKERS)
APPLICATION

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 BUSINESS LICENSE

**MEETING TIME AND DATE:** Business 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. Fees are listed on first page of application.

**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  
Planning, Engineering, and Regulation Department  
114 S. Halagueno (or mail to PO Box 1569)  
Carlsbad, NM 88220  
Phone: (575) 885-1185, Fax: (575) 628-8379

**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.



## **CITY OF CARLSBAD**

*Planning, Engineering, and Regulation Department*

114 S. Halagueno, PO Box 1569

Carlsbad, New Mexico 88220

Phone (575) 885-1185, Fax (575) 628-8379

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### **BUSINESS LICENSE SOLICITOR REGULATIONS (Sec. 28-161 to 169)**

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1. Post a surety bond, with a surety licensed to do business in the state, in the amount of \$1,000.00, or \$2,000.00 for more than one employee, to the City; and
2. Obtain a City Business Registration; and
3. Obtain a Peddler's Identification Card. However, since the capability for issuance of Peddler Identification Cards no longer exists as detailed in Ordinance Section 28-163(3), the following information shall be displayed on the business registration:
  - a. the name and address of the bearer;
  - b. the name and address of the employer;
  - c. a "wallet-sized" photograph of the applicant;
  - d. the name and address of the bonding company;
  - e. the statement: "THE CITY OF CARLSBAD DOES NOT ENDORSE OR GUARANTEE THE PRODUCT OR SERVICE OF THE PERMITTEE OR HIS COMPANY." ; and
4. Hours of operation be limited to start no earlier than 10:00 AM and terminate each day no later than 9pm or ½ hour prior to sunset, whichever occurs first; and
5. Solicitors are prohibited from using a loudspeaker to announce or advertise his or her presence or otherwise disturb peace and tranquility; and
6. Solicitors shall not enter property unless requested or invited to do so by the owner or occupant of property. Solicitors shall not enter property if there is a sign posted in a conspicuous place that reads: "No Trespassing," "No Peddlers," "No Agents," "No Solicitors," "No Advertisements" or any similar notice.