

City of Carlsbad P.O. Box 1569 Carlsbad, NM 88220	SPECIAL LICENSE APPLICATION	Licensing and Permits Department (505) 887-1191, Ext. 260
Fee:	Date:	
Name of Business:		
Business Address:		
Mailing Address:		
Phone:	Cell:	Home:
Type of Business:		
Owner:		
NM Tax ID Number:		
Purpose of License:		
Dates of Use:		
Applicant's Signature:		
FOR OFFICIAL USE		
Solicitors License <input type="checkbox"/> Yes <input type="checkbox"/> No		
Council Action <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	
Conditions:		
License No.	Signed:	Date:

CITY OF CARLSBAD PROCEDURES FOR APPLYING FOR SPECIAL LICENSE

1. **MEETING TIME AND DATE:**

Special License Request are presented to the City Council. This application will be set for Council on _____.

2. **DEADLINE:**

The deadline for submitting applications for City Council is _____.

3. **APPLICATION FEE:**

The Fee is due upon submission of application. The Fee is \$10.00 and is non refundable.

Solicitors #25.00

4. **LETTER OF INTENT:**

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

5. **BOND:**

Section 28-162(a) of the City of Carlsbad, Code of Ordinances:

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 the city and the statutes of the stat 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 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.

6. **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

406 W. Mermod Street (or mail to P.O. Box 1569)

Carlsbad, NM 88220

Phone: (505) 887-1191, ext. 260 or 261

7. PRESENCE AT MEETING:

The Carlsbad City Council will vote on the request during a regular 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.