



115 W. 3<sup>rd</sup> St., P.O. Box 929, Pecos, Texas 79772  
(432)445-2421 Fax (432)445-6670  
[www.pecostx.gov](http://www.pecostx.gov)

## PROCEEDURES

1. Vendors/Peddlers must obtain a permit as specified in Sec. 48.1. Permit Fees of Ordinance 18-05-02.
2. Vendors/Peddlers must pick up Vendor Packet at City Hall or online at [www.pecostx.gov](http://www.pecostx.gov) **prior** to getting background check.
3. All Vendors/Peddlers must obtain a background check from Pecos Police Department.
4. Vendors/Peddlers must present a valid driver's license for the background check.
5. Vendors/Peddlers must provide a copy of the Sales Tax Certificate. (To apply for a Sales Tax Certificate, you must contact the Texas State Comptroller's Office.)
6. If you have a current Sales Tax Certificate, you will be required to contact the Texas State Comptroller's office to add Pecos, TX as a new business location.
7. Vendors/Peddlers must obtain a \$10,000.00 Surety Bond from a Bonding Insurance Company.
8. Exemption from having to provide a Surety Bond, (**This applies to *FRUIT* and *VEGETABLE* vendors ONLY**) you must be the owner of the source of product, vendor/peddler must bring proof of growing their own produce/fruit.
9. Vendors/Peddlers must have written authorization from the property owner where sales will be conducted. (***Authorization form is included in this packet***)

## Contact Information:

(***Background Check***) Pecos Police Department 432-445-4911

(***Permits***) Contact City Hall: 432-445-2421



## VENDORS/PEDDLERS PERMIT CHECK OFF LIST

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1. Police Department Registration/Criminal History Check ☐
2. Texas Sales Tax Certificate ☐
3. Written Permission from Property Owner ☐
4. Copy of \$10,000.00 Surety Bond Exp ☐
5. Vendor/Peddler (\$75.00 p/day) ☐ (\$300.00 p/month) ☐
6. Mobile Food Vendor
  - \$350.00 PER MONTH (FOOD VENDOR ON LEASED LAND) ☐
  - \$3500.00 PER YEAR (FOOD VENDOR ON LEASED LAND) ☐
  - \$200.00 PER MONTH (FOOD VENDOR ON OWNED LAND) ☐
  - \$2000.00 PER YEAR (FOOD VENDOR ON OWNED LAND) ☐
7. Health Inspection ☐
8. Health Permit ☐

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Customer signature

Date

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Pecos Police Department

Date

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Permits

Date



## VENDOR'S PERMIT APPLICATION

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Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Sales Physical Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

State Sales Tax #: \_\_\_\_\_

\_\_\_\_\_  
Customer signature

\_\_\_\_\_  
Date



**PROPERTY OWNER WRITTEN AUTHORIZATION**

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I, \_\_\_\_\_, am the legal property owner of  
*Property Owner*

\_\_\_\_\_, Pecos, Reeves County, Texas  
*Property Address*

hereby give \_\_\_\_\_ permission to be on  
*Applicant Name and Business*

said premise(s) between the dates of \_\_\_\_\_ to \_\_\_\_\_ .

This written authorization is granted by the requirement of Town of Pecos City, Code of Ordinance, Chapter 48, Section 48-5.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date