



## VENDOR PACKET

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)

### PROCEDURES

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/peddlers 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

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)

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

---

Customer signature

Date

---

Pecos Police Department

Date

---

Permits

Date



## VENDOR'S PERMIT APPLICATION

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)

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

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

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

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

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

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

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

---

Customer signature

Date



### PROPERTY OWNER WRITTEN AUTHORIZATION

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)

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