



City of Alamogordo
Annual Application for Food Vendor's License

Owner/Applicant Name: _____

Owner's Address: _____

Business Name: _____

NM Tax ID: _____

Physical Address: _____

Mailing Address: _____

Email Address: _____

Phone #: _____

How is the business operated? Select your answer below:

- Mobile Food Trailer
- Mobile Food Truck
- Mobile Sidewalk Cart
- Ice Cream Truck
- Temporary Food Booth, Tent, or Stand

Checklist to turn in with your application:

- New Mexico Environment Department Paperwork (as needed)
- Alamogordo Fire Department Food Vendor Inspection Form

I certify that the above information is true and correct. Per Ordinance 17-11-30 Licensing for Food Vendors, I understand that I shall file for a Food Vendor's License as needed.

Print Name of Owner/Applicant

Signature of Owner/Applicant

<p>Finance Department Use Only</p> <p>License #: _____</p> <p>AR Code: WL</p> <p>Fee: \$35</p> <p>Receipt #: _____</p> <p>Date Paid: _____</p>



City of Alamogordo

Frequently asked Questions for Food Vendor's License

1. Where do I get a New Mexico Tax I.D. Number?

The New Mexico Taxation & Revenue Department.

Address: 1200 South St. France Drive, Santa Fe NM 87505

Phone: 1-866-285-2996

Website: <https://tap.state.nm.us/>

2. Where do I get a Food Permit, Priority II Letter, or a Temporary Food Permit?

The New Mexico Environment Department.

Address: 811 E. First Street, Suite D, Alamogordo, NM 88310

Phone: (575) 437-7115

Email: Alamogordo.ehb.state.nm.us

3. My permit from the New Mexico Environment Department expires before the Food Vendor's License does. Do you need a copy of the updated permit?

Yes. Please send us new permits as you receive them.

4. Where do I get the Alamogordo Fire Department's Food Vendor Inspection Form?

Primary Location:

Alamogordo Fire Department

Fire Station 1

Address: 619 Texas Avenue

Phone: 575-439-4298

AFD-inspections@ci.alamogordo.nm.us

Fire Inspector Michael Lucas

Address: 1376 E. Ninth Street

(City Hall)

Planning and Zoning Department

Phone: 575-489-2253

AFD-inspections@ci.alamogordo.nm.us

5. How long is the Food Vendor's License good for?

The license expires 365 days after being issued, specifically on the anniversary of the date it was issued in the following year. For example, if it was issued on 11/12/2025, it would expire on 11/12/2026. There are no renewals. Once the license expires, you will need to reapply for a new license as needed.

6. How do I vend on City property?

After the food vendor license is issued to you, you will need to contact the Recreation Center, where you can get any forms, agreements, permits, or questions answered. See their contact information below.

Alamogordo Recreation Center

Address: 1110 Oregon Avenue, Alamogordo, NM 88310.

Phone: 575-439-4142