



PLANNING DEPARTMENT

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SPECIAL EVENT PERMIT APPLICATION (Non Festival)

APPLICANT INFORMATION

Permit No. _____

Vendor Name _____

Mailing Address _____

Phone _____ Email _____

Description of Goods for Sale: _____

EVENT GENERAL INFORMATION

Event Name or Celebration _____

Event Date(s): _____ to _____ Event Time(s): _____ to _____

Location Address and Name _____

All property must be located within a commercial zoning district or in an area in which commercial sales are permitted by the zoning code. Sales are prohibited within State or City public street right-of-ways.

For Applicant/Vendor, submit completed application, non-refundable application fee of \$25.00, and copies listed below. Please make checks or money orders payable to the City of Eagle Pass.

<input type="checkbox"/> Texas Sales Tax Certificate or <input type="checkbox"/> EIN Certificate issued by the Texas State Comptroller	<input type="checkbox"/> Valid Photo ID
<input type="checkbox"/> Lease Agreement or <input type="checkbox"/> Written permission from property owner/management, if using private property not owned by vendor	

* Texas Sales Tax Registration information available on-line at comptroller.texas.gov/taxpermit/ or by contacting Marisela Brown of the Sul Ross Rio Grande College Small Business Development Center at (830) 758-5024.


This SPECIAL EVENTS PERMIT is hereby issued by the City of Eagle Pass pursuant to the authority granted in *Eagle Pass Code of Ordinances Section 22.92*, and shall remain valid until _____. This permit shall be placed in a conspicuous manner so as to be observable to the general public.

Signature of Applicant

City Official Signature

Date: _____

Date: _____

	Date Application Received:	By:
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