



2008 FIREWORKS PROCEDURES

for

LICENSE, SPECIAL PERMIT & BUILDING PERMIT SEPARATE & COMPLETE SUBMITTAL REQUIRED FOR EACH LICENSE OR PERMIT

LICENSE (for sales):

Contact City Clerk Renee Cantin (575/439-4252 or rcantin@ci.alamogordo.nm.us) or Deputy City Clerk (575/439-4205).

Deadline and meeting schedule (if applicable) provided by Clerk’s office.

Complete application, as provided by the Clerk’s office, and submit with \$25 fee (payable to the “City of Alamogordo”).

NOTE: NO APPLICATION will be processed between May 10, 2007 and July 10, 2007.

SPECIAL PERMIT (for freestanding/temporary sales stand - tent or building) NOT PART OF AN EXISTING BUSINESS AND/OR OPERATED BY THIRD PARTY:

Contact Planning & Zoning Coordinator (575/439-4257 or rdominguez@ci.alamogordo.nm.us).

Request a site-specific application (provide complete legal description of property) at least 4 weeks before submittal deadline.

Submit completed application with all required documentation and \$150 fee (payable to the “City of Alamogordo”).

Deadline for receipt of **completed applications** and City Commission meeting schedule follows:

<u>DEADLINE DATE</u>	<u>CITY COMMISSION</u>
MONDAY	TUES/7:30 PM
March 31	April 22
April 21	May 13
May 5	May 27

Signature of property owner is required on both application and “property data sheet” plus a letter from the fireworks supplier should accompany application.

BUILDING PERMIT (FOR PLACEMENT OF TEMPORARY SALES STAND):

Contact Building Manager Lora Nelson (575/439-4235 or lnelson@ci.alamogordo.nm.us).

Complete application, as provided by the Building Division. Submit the application with 2 copies of the site plan and the \$38.30 fee (payable to the “City of Alamogordo”).