

SPECIAL RECREATION PERMIT (SRP) CHECKLIST

Submit all SRP documents to the El Centro Field Office

120 Days prior to the date you wish to vend, you must provide the BLM with the following documents:

- Complete Special Recreation **Application** (2930-1) form with an **original signature**.
- Signed and completed **Operation Plan**.
- Pay the minimum **Special Recreation Permit Fee of \$105.00**. Long Term Gecko Vendor Pad Applicants will be required to pay an additional \$105.00 for the assigned site fee after the lottery.

The BLM will notify the applicant within 30 days regarding the application status. Once you are contacted the following documents must be provided a minimum of 30 days before the first vending date:

- Complete **Vendor Update/Change Form**. Include each vending location and the associated vending dates
- **Special Stipulations** signed.
- Complete **Vendor Vehicle Sheet**, list commercial vehicles and camping vehicles separately. A copy of the **vehicle registration**, and **vehicle insurance policy** for each vehicle listed.
- Complete **list of products and/or services** to be sold, such as a food menu and/or clothing graphics.
- Pay **appropriate fees** for vending days. Please see the online fee schedule or the attached fee schedule for the appropriate fees.
- Copy of the **Certificate of Liability Insurance**. Business Liability Insurance (auto insurance will not be accepted). List the: U.S. Dept. of Interior and the Bureau of Land Management as **Additional Insured** and is also the **Certificate Holder**.
- Copy of **Imperial County Business License** (must be from Imperial County).
- Copy of **Seller's Permit** from the California Board of Equalization. The Sellers Permit needs to show a **sub-location** at the Imperial Sand Dunes or BLM managed lands in Imperial County.
- Copy of the Imperial County Environmental Health Services **Food Permit** or **Septic Hauler Permit**.
- Copy of Septic Haulers permit/documentation to dump commercial waste within Imperial County (if applicable), e.g. Westmorland city permit.
- Complete **List of Employees** and applicant and copies of their **Drivers Licenses** or State issued photo ID.

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All vendors must submit updates throughout the season on the following documents:

- Complete **Vendor Update/Change Form**. Include each vending location and the associated vending dates.
- Copy of the **vehicle registration**, and **vehicle insurance policy**.
- Copy of the **Certificate of Insurance**. List U.S. Dept. of Interior, BLM as Additional Insured.
- Copy of Imperial County **Business License**.
- Copy of the Imperial County Environmental **Health Food** or **Septic Hauler Permit**

NON-BLM PERMIT OFFICE INFORMATION:

Business License:

Imperial County Tax Collector
940 W Main ST STE 106
El Centro, CA 92243-2864
760-482-4301

ISDRA Permit:

C/O WEP, INC
Brea, CA 92821
1-800-832-7664
Purchase online at: www.imperialsanddunes.net

Food & Septic Hauler Permits:

Imperial County Environmental Health Services
797 Main ST STE B
El Centro, CA 92243-2842
760-336-8530

Sellers Permits:

California Board of Equalization
1550 W Main ST
El Centro, CA 92243-2105
760-352-3431
1-800-400-7115 (Sacramento) www.boe.ca.gov

IMPORTANT REMINDERS:

- The Imperial County Tax Collector has a new system in place for processing business licenses. Apply as soon as possible because it could take 30 days to receive your license.
- The commercial use fees apply to any day or part of a day that commercial activity occurs (e.g., setup, tear down, selling, providing services, advertising).
- All food vendors are required to have their units removed from BLM lands at least every 5 days for proper cleaning. It is the vendor's responsibility to check with the local health department for current rules and regulations.
- Vendors conduct business at their own risk and are expected to know and understand the Vendor Permit Special Stipulations each season. In addition, vendors are responsible for ensuring their permits are received and approved.
- The BLM will closely monitor the vendor areas during the season. If you are found in violation of any of the rules/regulations/stipulations you may receive a citation and/or suspension or revocation of your permit.