CITY OF CALEXICO DOCUMENTATION CHECK LIST

(Please provide copies of required documents if they are applicable to your business.)

YOUR NOTES OR COMMENTS:

☐ **SOLE OWNER**
- ☐ Fictitious Business Name Statement
- ☐ Resale Permit
- ☐ Driver's License
- ☐ Social Security Card or other/legal document with info.
- ☐ Federal Employer's Identification Number (FEIN)
- ☐ State Employer's Identification Number

☐ **PARTNERSHIP**
- ☐ Fictitious Business Name Statement
- ☐ Resale Permit
- ☐ Driver's License
- ☐ Social Security Card or other/legal document with info.
- ☐ Federal Employer's Identification Number (FEIN)
- ☐ State Employer's Identification Number
- ☐ List all partners

☐ **CORPORATION OR LLC (LIMITED LIABILITY COMPANY)**
- ☐ Verification of Corporation Name (Example: Articles of Incorporation). For LLC: Articles of Organization in lieu of Sociel Security or CDL
- ☐ Resale permit
- ☐ Federal Employer's Identification Number (FEIN)
- ☐ State Employer's Identification Number
- ☐ List of all partners

☐ **NON-PROFIT ORGANIZATION**
- ☐ Proof of non-profit status (501.c)
- ☐ Corporation number
- ☐ List of officers
- ☐ List of authorized personnal or agents to sign on behalf of organization
- ☐ Federal Employer's Identification Number (FEIN)

☐ **MOBILE ICE CREAM AND FOOD VENDORS**
- ☐ SAME AS "SOLE OWNER" ALL SIX ITEMS
- ☐ Vehicle inspection by the Calexico Police Dept.
- ☐ Verification of current Health sticker
- ☐ Public liability insurance, naming the City of Calexico
- ☐ Calexico as "additional insured"