



**Fulton County**  
 Department of Environment and  
 Community Development  
 141 Pryor Street, Suite 2085  
 Atlanta, GA 30303  
 404-730-7800 FAX: 404-730-0254

Admin. Permit No. \_\_\_\_\_  
 Building Permit No. (when applicable) \_\_\_\_\_  
 [ ] FEE EXEMPT; [ ] FEE REQUIRED (see below)  
 24 Hour Contact # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**ADMINISTRATIVE PERMIT APPLICATION FOR  
 FESTIVAL/EVENT/PRODUCE/SEASONAL/ROADSIDE VENDING ONLY  
 Administrative Uses (check one)**

**Festival/Event** \_\_\_\_\_ **\$50+ \$10/day**  
 (horse show, music festival, etc)

**Roadside Vendors** \_\_\_\_\_ **\$50 + \$10/day**

**Events, Outdoors Seasonal** \_\_\_\_\_ **\$50**  
 (Christmas trees, pumpkins, etc.)

**Roadside Produce Stand** \_\_\_\_\_ **\$50**  
 Applicable Zoning Article: \_\_\_\_\_

**DATES OR DURATION OF EVENT:** FROM \_\_\_\_\_ To \_\_\_\_\_ Expiration Date (if any): \_\_\_\_\_

**Site/Project Information**

Site Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Owner's Information**

Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone#: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax#: \_\_\_\_\_

**Contractor/Lessee/Operator's Information**

Business Name: \_\_\_\_\_ Agent Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone#: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax#: \_\_\_\_\_  
 Business License No#: \_\_\_\_\_ County or City where issued: \_\_\_\_\_  
 Trust Account No. \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Have you held any Fulton County Administrative Permit within the last 15 months? \_\_\_\_\_ No; \_\_\_\_\_ Yes; Please provide a separate sheet listing those permit numbers held, the address of the site, the name of the owner and the type of business conducted for each.

**Applicant's Certification, Affidavit and Signature**

Name of Proposed Event: \_\_\_\_\_ Type of Business: \_\_\_\_\_  
 List of Products to be sold: \_\_\_\_\_

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the Department of Environment and Community Development. Further, Applicant states, under oath, that in attaching a signature hereupon the Applicant does swear that for a Roadside Vending Permit, a comprehensive survey of the vicinity of the property whereupon the proposed event is to take place was conducted by the Applicant and that said survey has demonstrated that there are no permanent businesses adjacent to or in the vicinity, at a distance of less than the required 1500 feet, from the property whereupon the is to take place conducting the same or similar business or offering the same merchandize, nor are there any existing Roadside Vendors within the same 1500 feet. Applicant further states that, should a complaint be filed against the Applicant for violation any regulation associated with this Application for an Administrative Permit, the permit issued for the subject event will immediately become void and will not be reissued for the same location.

APPLICANT'S SIGNATURE: \_\_\_\_\_

Sworn and Attested before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, \_\_\_\_\_ Notary Public  
 Last Revised: 02/08/2006

## CHECK LIST INSTRUCTIONS FOR STAFF AND APPLICANT (Permit

Number: \_\_\_\_\_)

**Only specifically appointed staff can issue this type of permit and only then upon the final satisfaction of all standards contained herein or elsewhere as required by law, ordinance, standard or procedure.**

- Application made prior to the planned event the minimum number of days required by the use.
- Applicant has a current Business License Number
- Application form completed and Applicant's Affidavit signed and Notarized
  - If Roadside Vending, staff should contact Fulton County Code Enforcement Inspectors to obtain a verification of the distance.
- Owner's Affidavit form signed and Notarized
  - Owner of the property listed in Permits Plus **is the same** as appears on the Owner Affidavit (move forward with the processing of the permit).
  - Owner of the property listed in Permits Plus **is different** from that shown on the letter from the owner as presented by the applicant
    - Check with the Tax Records in the Fulton County GIS reference on the internet. If match, proceed.
    - Tax Records does not match the information as to ownership (call applicant and suspend application processing)
- For vending of food preparation, Health Department approval is required. (Food Permit # \_\_\_\_\_)
- Seasonal/Temporary Business set back from all property lines a minimum of 20-feet (see site plan)
- 6 parking spaces (exclusive of the required parking spaces for any other use on the site.) – for Roadside produce stands and Roadside Vending (see site plan)
- Produce stand and vending displays or activity a minimum 20-foot setback from the right-of-way - outside of a required landscape strip and located a minimum setback of 10-feet from any internal drives. (see site plan)
- Sanitary Facilities and trash receptacles for Seasonal Business 200 feet from existing dwelling (see site plan)
- No tent used for Seasonal Business within 250 feet of existing dwelling (see site plan)
  - Building Permit required for tents (over 150sq ft). Fee required (Bldg Permit # \_\_\_\_\_)
  - Staff will fax a copy of the Tents & Air Supported Structures Cover and signature page to FC Fire Dept.

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE THESE IMPORTANT INSTRUCTIONS TO APPLICANT:**

- Permit must be displayed in such a manner as to be readable from the Street.
- Festival/Events valid for nine (9) consecutive days in 12-months; Produce stand permit valid for one year; Vending permit valid for no more than 30-days; Seasonal Business valid for 45 consecutive days in one calendar year
- Vending shall be permitted between the hours of 9:00 am and 9:00 pm.
- Seasonal/Temporary Business hours of operation: 7:30 am to 11:00 pm in nonresidential, 8:00 am to 10:00 pm in AG-1 and residential districts
- Festivals/Events hours of operation are 8:00 am to 11:00 pm
- No vendor equipment, vehicle, display or sales activity shall block access to a public facility, including but not limited to, a telephone booth, mail box, parking meter, fire alarm box, fire hydrant, traffic control box, driveways and other access points. (***THIS INFORMATION MUST APPEAR AS A NOTE ON THE SITE PLAN***)
- Vending shall not be permitted from any vehicle. Vending is permitted from tables and carts only.
- Tents and tarps are prohibited for Roadside Vending.
- Signs advertising Roadside Vending operation are prohibited.
- Festivals/Events and Seasonal/Temporary Business maximum continuous sound level of 60 dBA and a maximum peak sound level of 75 dBA at the property lines contiguous to AG-1 and residential districts. (***THIS INFORMATION MUST APPEAR AS A NOTE ON THE SITE PLAN***)
- You are **required** to call the Fire Dept. @ 404-699-8907 when tent has erected.