

PRIVATE PROPERTY/FLEA MARKET VENDOR INFORMATION SHEET

Application	Please write legibly in BLACK ink or type information. Answer all questions appropriately and in detail. Application must be signed, dated, and notarized. NOTE: Incomplete applications will not be accepted.
Location(s)	Vending permit (s) are needed for each/all location(s).
Identification	Applicants must provide a valid/current state issued picture identification. Non- citizens must provide a valid resident alien card or a work identification card giving them permission to work in the United States.
Corporate Papers	Submit a certificate of incorporation, a copy of the corporate charter/by-laws that have been properly signed by the Secretary of State and the registered agent(s) for the corporation. List all percentages held and title of each officer on the application.
Business License	A business license is required after receiving a vendor's permit.
State Tax ID number (NO EMPLOYEES)	Georgia Department of Revenue requires all business to obtain a state identification number. Applications for the state retail ID number can be faxed to 404-417-6629 . A hardcopy of the state retail ID number is required . Georgia Department of Revenue is located at 1800 Century Blvd N. E. The website is http://etax.dor.ga.gov . For more information call 1-877-423-6711 .
Federal Tax ID Number (EMPLOYEES)	A hard copy of the applicant's federal tax ID number is required if applicant employs individuals to assist with vending. The federal tax ID number can be obtained at the Summit building which is located at 401 W. Peachtree Street. Federal tax ID number application stamped " Received " can be used as proof that applicant applied for a federal tax ID number. The employer ID number (EIN) can be obtained at http://www.irs.gov/businesses/small-businesses-&-self-employed/employer-ID-numbers-(EINs) .
Health Permit	Applicants must provide a Food Health Certificate which is obtained and signed by the Fulton County Department of Health and Wellness Environmental Health Services.
Zoning Form	Applicants must submit a City of Atlanta zoning form for approval to the Bureau of Buildings, Zoning Division located at City Hall. Zoning form must be signed & dated by inspector.

Site Plan

Applicants must provide a visual depiction of the exact vending location showing the length, width, and height of the vending stand. Location of all on-site parking spaces which serves as the property. Location of any power sources which will be used. SAP is obtained at the Planning Division located at City Hall, 55 Trinity Ave.

Valid Permission Letter

Applicants must submit a **valid, notarized** permission letter for the location in which he/she is vending. This form must be signed by the property owner authorizing their property for vending.

Reference Letters

Two (2) character reference letters must be submitted with application. All letters must be typed or **written in black ink**. Letters must also include the **name, address and telephone number** of person providing reference.

Recorded Material

An original signed letter from the recording owners authorizing the sale of recorded materials is required if the vendor wants to sell any type of copy written recorded materials whether in whole or part or the reproduction.

Assistant Vendors

Must complete an assistant vendor application and pay required fees.

Property Inspection

Upon approval of the vending permit, a vending officer will inspect the vending location. To make an appointment for vending officer to inspect the location call the License & Permits Office at 404-546-4470.

Fees

Payment for fees will be accepted only in the form of a cashier's check or money order. All application fees are non-refundable. Funds must be on separate money orders/cashier's checks in the amounts listed below.

<u>PRIMARY VENDOR</u>		<u>FLEA MARKET VENDOR</u>	
Application	\$50.00	Permit	\$50.00
Fingerprint	\$20.00	Application	\$50.00
Merchandise	\$75.00	Fingerprint	\$20.00
Food	\$75.00		
Combination	\$125.00		
<u>ASSISTANT VENDOR</u>			
Application	\$50.00		
Fingerprint	\$20.00		
Permit	\$15.00		

NOTE: The City of Atlanta requires that a business license, vendor's permit, and health certificate be with you at all times while vending. No selling in any city parks except during authorized special events.

If there are any questions concerning the completion of these applications, please call the License and Permits Office at (404) 546-4470. Hours of operation are Monday through Friday, 9:00 a.m. to 2:30 p.m. For rules and regulations pertaining to private property vending a certified copy of the City Ordinance may be obtained from the Clerk of Council or from www.municode.com.

The aforementioned instructions have been explained to me and I understand the requirements to obtain a private property vendor permit.

SIGNATURE

DATE



CITY OF ATLANTA
3493 Donald Lee Hollowell Parkway N.W.
Atlanta, Georgia 30331

APPLICATION FOR PRIVATE PROPERTY/FLEA MARKET VENDING

Vending Type: Primary Assistant Merchandise Food Combination

1. Vending Location: _____

2. Full Name: _____
Last First Middle

3. Driver License Number: _____ DL State _____ Race: _____ Sex: _____

Height: _____ Weight _____ Hair Color _____ Eye Color _____

Social Security Number: _____

United States Citizen: Yes No INS Number: _____

Place of Birth: _____
City State

Telephone Number: Home _____ Cellular _____

4. List residential address for the last five years, beginning with the current address.

1	
2	
3	
4	
5	

5. Have you been charged or convicted of any violation of the law? Yes No
 Check all that apply:
 Federal Foreign Country State Law City Ordinance

If YES, provide information below:

YEAR	OFFENSE	DISPOSITION

6. Business Name: _____
 General Business License Number: _____
 State Retail Number: _____ Federal Tax Number: _____

List of items or services to be sold:

Recorded Materials: _____ Issued Date: _____ Expiration Date: _____

OFFICAL USE ONLY	
INVESTIGATOR / INSPECTOR: _____	DATE RECEIVED: _____
APPLICATION STATUS: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED DATE: _____	

I _____, being duly sworn accordingly to law, do swear that the facts and things stated by me in the foregoing answers to questions are true, and no false or fraudulent statement is made herein that such answers were made in order to procure the granting of such license.

Signature of Primary Vendor

Sworn to and subscribed before me this _____ day of _____ 20 _____.

Notary Public



CITY OF ATLANTA

Keisha Lance-Bottoms
Mayor

3493 Donald Lee Hollowell Parkway
Atlanta, Georgia 30331
404-546-4470

Atlanta Police Department
Chief Erika Shields

NOTICE TO APPLICANT

Applicants submitting to vend food items within the City of Atlanta must present this form to the Fulton County Department of Health Services located at 10 Park Place South SE, Atlanta, Georgia 30303 for review and approval before the application will be accepted.

Applicant's Name: _____

Vending Location: _____

Additional Vending Location 2: _____

Additional Vending Location 3: _____

Means of Vending: Rolling Store Stand

Food Type: Produce Ice Cream Pre-packaged Foods Cooked Food Other

Please List Items:

I certify that this information is correct, and I agree to sell only the food items I have listed on this form.

Applicant's Signature

Date

DO NOT WRITE BELOW THIS LINE – (OFFICE USE ONLY)

Permit Needed: Yes No

Risk Type: I II III

Remarks: _____

Fulton County Health and Wellness Representative

Date



CITY OF ATLANTA

Keisha Lance-Bottoms
Mayor

3493 Donald Lee Hollowell Parkway
Atlanta, Georgia 30331
404-546-4470

Atlanta Police Department
Chief Erika Shields

NOTICE TO APPLICANT

Zoned _____ Applicants requesting to vend within the City of Atlanta must complete and present this letter to the Bureau of Buildings Zoning Division located at City Hall, 55 Trinity Avenue on the 3rd floor for review and approval before the application will be accepted.

Application Date: _____

TO: Zoning Inspectors

_____ proposes to vend at
Name of Applicant (Please Print)

_____ _____ _____ _____
Location of Business City State Zip Code

This applicant affirms that this location requested for approval is not a vacant lot.

Signature of Applicant

_____ Approved Vending Location

_____ Disapproved Vending Location

Signature of Inspector

Date

PLEASE READ CAREFULLY

I, _____, BEING DULY SWORN ACCORDING TO LAW, SO SWEAR/AFFIRM THAT THE FACTS AND THINGS STATED BY ME IN THE FOREGOING ANSWERS TO QUESTIONS ARE TRUE AND NO FALSE OR FRAUDULENT STATEMENTS ARE MADE HEREIN. I HEREBY AUTHORIZE THE ATLANTA POLICE DEPARTMENT, LICENSE AND PERMITS UNIT TO RECEIVE ANY CRIMINAL HISTORY RECORD INFORMATION PERTAINING TO ME WHICH MAY BE IN FILES OF ANY STATE OR LOCAL CRIMINAL JUSTICE AGENCY. I ALSO STATE THAT I CAN ACCESS WEBSITE WWW.ATLANTAGA.GOV OR GO TO ATLANTA CITY HALL, 55 TRINITY AVENUE TO PICK UP A COPY OF THE CITY ORDINANCE GOVERNING PRIVATE PROPERTY VENDING. IN ADDITION, I FULLY UNDERSTAND THE PROCEDURE FOR OBTAINING AND MAINTAINING A VENDORS PERMIT WHICH HAS BEEN EXPLAINED TO ME.

APPLICANT'S SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____,
20____.

NOTARY PUBLIC

COMMISSION EXPIRES