

# City of Atlanta – Public Vending Preparation Tips

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## Before the lottery –

- Develop a business plan. For assistance – SBA 2017 Resource Guide - [https://www.sba.gov/sites/default/files/files/resourceguide\\_3110.pdf](https://www.sba.gov/sites/default/files/files/resourceguide_3110.pdf).
- Review map of locations available in 2017 lottery to determine which locations are desirable if awarded a spot - <http://gis.atlantaga.gov/vending/>.
- Review application packet & requirements – [www.atlantaga.gov/vending](http://www.atlantaga.gov/vending).
- Register for lottery - <https://goo.gl/forms/T4v866Q0pHMtYlrE2>.
- Research potential carts to purchase and confirm that the specifications align with the Fulton County Health Department (if selling food) and with City of Atlanta's requirements as listed in the application packet.
- Review information about Invest Atlanta's Street Vendor Loan Fund for permitted vendors - <http://www.investatlanta.com/business/small-business-loan-programs/street-vendor-loan-fund/>.
- Food vendors – discuss plans with the Fulton County Dept. of Health (if prepared foods) and GA Dept. of Agriculture (if prepackaged foods) and allow at least 2-3 weeks for review once application is submitted. Note: For Fulton County, the actual cart must be inspected for final approval.
- Prepare for fees: \$145 application permit fee, \$125 business license registration fee, and for kiosks only - \$2500 maintenance fee.

## If awarded a spot, applicants have 30 days to complete the application process –

- Confirm location/cart specifications to get Location Verification Form.
- Submit application with all approvals and fees to Office of Revenue
  - If selling prepared food – Fulton County Dept. of Health approval
  - If cart – Photos/Drawings and Site Plans
- Pass background check and fingerprinting at APD License & Permit Unit.
- Apply for Business License with Office of Revenue.