TABLE OF CONTENTS

Public Vending Permit Process 2

Vending Permit Fees 3

STEP 1: Complete Vending Permit Application 4

STEP 2: Application & Fee Submission 4

STEP 3: Background Check 4

STEP 4: Business License 4

Approved Items Allowable for Sale 5

Point of Sale System Requirements 6

Enforcement Policy 6

Appendix A: Frequently Asked Questions (FAQs) 7

Contacts 8
Public Vending Permit Process

Chapter 30, Article XXIII (23) of the City of Atlanta Code of Ordinances provides for vending within the general right of way. Operating a Motor Vehicle for vending (ice cream truck/rolling store) requires a permit from the City of Atlanta, and it is unlawful to sell any goods or services from the public right of way without a permit. Each vehicle requires a separate permit.

To receive a Public Vending Permit, prospective vendors must do the following:

**STEP 1:** Prospective vendors must complete a Public Vending Permit Application.

**STEP 2:** Applicants must submit a complete application packet and fees to the Office of Revenue, located in City Hall, Suite 1350 (first floor), 55 Trinity Avenue, SW, Atlanta, GA 30303.

**STEP 3:** Applicants then take the payment receipt to Atlanta Police Department (APD), License & Permit Unit, located at 3493 Donald Lee Hollowell Pkwy, NW, Atlanta, GA 30331, for fingerprinting and background check. Upon background clearance, APD will approve the vendor for a VENDOR PERMIT CARD. First time applicants will retrieve VENDOR PERMIT CARD from the Office of Revenue rather than the Atlanta Police Department.

**STEP 4:** Applicants then return to Office of Revenue with “Vendor Permit Card” to complete the application process by applying for a Business License.
Vending Permit Fees

Criminal background check fee: $50/year
Fingerprint fee: $20/year
*Finger printing fees are only required at time of original submission; not required for renewal process*

Permit application fee for vending from an approved vehicle: $75/year

All application fees, including: permit, criminal background check, and fingerprinting must be paid in full *at the time an application is submitted*. Payment may be made by money order, certified bank check, any major credit card (Visa, MC, Amex, Discover), or cash. No personal or business checks will be accepted. All application fees – including background check and fingerprinting – are non-refundable.

The vending permit year runs from March 1st until February 28th. Permits issued after March 1st, due to the lottery process, still must be renewed by February 28th the following year. Application fees are not prorated.

Renewal applicants must:
1. Renew the Business License by February 15th (which can be done online) and
2. Renew permit by re-submitting the application and paying the associated application fees ($125).
3. Complete a background check with APD and get a new Vendor Permit Card.

All associated fees reflect the charge per application. If you are applying for more than one vehicle, separate applications and associated payments must be filed.

Per City ordinance, disabled veterans and blind persons are exempt from paying permit application fees. Disabled veterans must provide a certificate of exemption issued by the Commissioner of Veteran Services. A Blind person/Visual Impaired Person must submit an Awards Letter or Benefits Letter as proof.
**STEP 1: Complete Public Vending Permit Application - Application Requirements**

Chapter 30, Article XXIII (23) of the City of Atlanta Code of Ordinances requires that the following materials must be submitted as a part of the Vending Permit application process.

- Applicant's name and current address
- Applicant's previous addresses within the last five years
- Social security number
- GDOR retail identification tax number (Sales Tax ID number)
- State issued picture identification
- Description of the items permissible for sale to be sold or offered for sale at vending location
- Photo of motor vehicle used for vending with proof of motor vehicle insurance

**STEP 2: Application & Fee Submission to Office of Revenue**

Submit to the Office of Revenue:
1. The completed application
2. Supplemental application materials: State identification, GA Department of Agriculture Approval, Photo of motor vehicle and supplemental insurance.
3. Fee payment: First Time ($75 + $50 + $20) = $145;
4. Renewals ($75 + $50) = $125.

The Office of Revenue will review to make sure application is complete with all necessary approvals and provide copy of application and payment receipt.

**STEP 3: Background Check & Fingerprinting at APD**

Applicants then take the payment receipt to Atlanta Police Department, License & Permit Unit for background check and fingerprinting. This process should be completed on the spot. Upon successful completion of the background check, the APD will approve the vendor for a Vendor Permit Card. First time applicants will retrieve VENDOR PERMIT CARD from the Office of Revenue rather than the Atlanta Police Department. THE VENDOR PERMIT CARD IS NOT VALID WITHOUT BUSINESS LICENSE.

**STEP 4: Complete Process with Business License at Revenue**

To complete the process, applicant must take VENDOR PERMIT CARD to the Office of Revenue to apply for a Business License. The business license application and required documents must be submitted in person the first time but can be renewed online in subsequent years. The application fee for a Business License is $125.
Approved Items Allowable for Sale

Motor Vehicle Vendors may only offer these pre-approved items for sale:

1. **Non-alcoholic Beverages:** water and other beverages, plastic or aluminum sealed single serve containers (no glass)

2. **Pre-packaged Food:**
   - Fresh, unprocessed fruit and vegetables (no slicing, preparing, freezing, etc.).
   - Single serve sealed packaged foods (ice cream, candy, popsicles, chips/bagged snacks)

If the item does not conform it shall be considered prohibited for sale by Motor Vehicle vendors and sale of these items will be considered a citable offense.

Other Vending Operational Rules

- Motor Vehicle Vendors may not stop or stand to do business for more than 30 minutes.
- Operation hours for vendors is from 7:00am to 12:00am.
- No vehicle using sound equipment shall operate such equipment -
  - before 9:00am or after 9:00pm daily
  - between the hours of 9:30am and 12:00 noon on Sundays
  - within one block of a church between 7:00am and 9:00pm on Sundays
  - within 600 feet of any public school between 7:30am and 3:30pm on days which schools are in session.
- Before making any sale, vendors must park the vehicle at the right curb at least eight feet from any other vehicle that may be parked on the street and not less than 100 feet from any intersecting street. When the vending vehicle stops, all sound equipment or other devices used to notify customers of the presence of the vendor shall be stopped and shall not be resumed until the vehicle is again put in motion.
- Amplified sound must comply with City of Atlanta Noise Ordinance.
- All vendors shall display their valid vending permit and licenses in the approved vehicle.

Littering

All vendors engaged in the sale of pre-packaged food, non-alcoholic pre-packaged beverages, prepared food, and/or prepared non-alcoholic beverages shall affix to their vending cart, or motor vehicle, or shall locate directly outside the kiosk, food truck, or motor vehicle a receptacle for trash, which shall be maintained and emptied regularly, and which shall be marked as being for trash. Vendors engaged in the sale of items permissible for sale listed in this section are responsible for the removal of trash within a 25-foot radius surrounding the vending cart, kiosk or food truck.
Point of Sale System Requirement

All vendors are required to have auditable point-of-sale system to track and report on sales revenue and appropriate taxation in compliance with State law. This requirement allows the City to fairly and consistently apply state law and reliably collect and account for tax revenues.

Enforcement of Policy and Revocation of Permit

Failure to comply with any provisions of the ordinance that result in the finding of a violation will be penalized, as follows:

- **First violation**: fine of up to $100
- **Second violation**: minimum fine of $100, up to $1000 and/or suspension, up to revocation of permit
- **Third violation** within a 24-month period: revocation of permit

Any appeals against APD enforcement will be managed through existing License Review Board (LRB) procedures. More information on LRB procedures can be found at [City of Atlanta Code Section 30-26].

Questions related to enforcement or to report a violation:
Atlanta Police Department, (404) 546-4470. **For any violation causing an immediate public safety threat, please call 911 to have an officer dispatched to the scene.**
FAQs

Do I have to apply for my vending permit in person?
Yes. For the initial application, all vending permit applications will need to be submitted in person. Renewal applicants start by renewing the business license online and have to go in person to submit the application and payment to the Office of Revenue and visit Atlanta Police Department for background check and a new Vendor Permit Card.

Do I have to complete a background check and finger printing every year?
A background check must be completed by the Atlanta Police Department’s License & Permit Unit every year for all permit renewals. Finger printing is only required for initial permit.

Do assistant vendors who are working in and/or operating a vending cart or kiosk need to be permitted through the City of Atlanta?
No. For public property vending only the operator of the cart or kiosk must be permitted; however, the permitted operator is solely responsible and liable for the operations of the permitted location. If a violation occurs when a staff member who is not permitted is working or operating the cart or kiosk, the permitted operator will be cited.

What are the deadlines for renewals?
Vendors must submit renewal applications no later than February 28th.

Who enforces the City’s Right of Way Vending Ordinance?
The City’s Right of Way Vending Ordinance is monitored and enforced by the Atlanta Police Department. Business license and tax violations will be enforced by the Office of Revenue in partnership with the Police Department.
CONTACTS:

Public Right of Way Vending, Lottery & Application:
Torey Garrett, Economic Development, Department of City Planning
driving@atlantaga.gov
404-330-6121

Business License & Fees:
Office of Revenue
55 Trinity Ave, SW, Suite 1350, Atlanta, GA 30303
biztax@atlantaga.gov, ATL311 at 404-330-6270

Background Check & Private Property Vending:
Officer Loreatha Cannon, Atlanta Police Department – License & Permits Unit
3493 Donald Lee Hollowell Pkwy, Atlanta, GA 30331
LCannon@AtlantaGa.Gov
404-546-4470

Georgia Department of Agriculture:
http://agr.georgia.gov/retail.aspx, 404-656-3627

Who do I call if I have other questions about the Vending Program?

<table>
<thead>
<tr>
<th>Question</th>
<th>Contact Information</th>
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| General questions or to request a new location be added to the program:  | Department of City Planning  
Economic Development Division  
vending@atlantaga.gov  
404-330-6121 |
| Questions related to application payment or fee waivers for disabled veterans: | Office of Revenue  
404-330-6270  
| Questions related to enforcement or to report a violation:               | Atlanta Police Department  
404-546-4470  
If the issue creates an immediate threat to public safety, please contact 911 |

If the issue creates an immediate threat to public safety, please contact 911.