



City of South Fulton
Department of Community Development Services
Fulton County Government Service Center
5440 Fulton Industrial Boulevard
Atlanta, GA 30336
O: 470-809-7200
www.cityofsouthfultonga.gov

Date: _____
Admin. Permit: # _____
Building Permit: # _____
24 HR Contact #: _____

ADMINISTRATIVE PERMIT APPLICATION FORM # 2:
FESTIVAL/EVENT/PRODUCE/SEASONAL/ROADSIDE VENDING ONLY: \$50 FEE
(Note: All Applications will include a \$25.00 Processing Fee AND May include a \$10/DAY FEE, as applicable)

Site/Project Information:

Site Address: _____ City: _____ Zip Code: _____

Owner Information:

Name: _____ E-Mail Address: _____
Address: _____ Telephone #: _____
City: _____ State: _____ Zip: _____ Fax #: _____

Contractor/Lessee/Operator's Information:

Business Name: _____ E-Mail Address: _____
Address: _____ Telephone #: _____
City: _____ State: _____ Zip: _____ Fax #: _____
Business License #: _____ City/County of Issuance: _____
Agent Name: _____

Note: For any site/address having had an Administrative Permit within the last 15-months provide a separate sheet listing the permit number, location, name of owner and type of business conducted for each.

APPLICANT'S CERTIFICATION AFFIDAVIT & SIGNATURE:

Applicant: _____ Address: _____
Name of Business: _____
Show Compliance to Article 19.3: _____ Name of Use: _____

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing City of South Fulton.

Applicant Signature: _____ Sworn &
Attested before me this: _____ day of: _____ 20____

Notary Public: _____

CHECKLIST INSTRUCTIONS FOR STAFF AND APPLICANT

ADMINISTRATIVE PERMIT # _____

- _____ 1). Application Made prior to the Planned Event the Minimum Number of days Required
- _____ 2). Applicant has a current Business License
- _____ 3). Completed Application Form and Applicant’s Affidavit Signed and Notarized
- _____ 4). Two (2) Site Plans @ 11” X 17” in size
- _____ 5). Property Owner shall equal Owner in GIS = Owner Affidavit
- _____ 6). Health Department Approval is Required for a Pool
- _____ 7). For Food Vending, Health Department Approval is Required (Food Permit # _____)
- _____ 8). Seasonal/Temporary Business Set-backs From All Property Lines is a Minimum of 20 Feet
- _____ 9). 6 parking Spaces (exclusive of the required parking for any other use on the site) are Required for Roadside Produce Stands and Roadside Vending
- _____ 10). Produce or Vending Displays/Activities must be 20 Feet from the Right-of-Way, and located a minimum of 10 Feet from an internal Driveway
- _____ 11.) Sanitary Facilities and Trash Receptacles for Seasonal businesses shall be a minimum of 200 Feet from existing Dwelling.

Processed By: _____

Date: _____

Approved: _____

Date: _____

Please Note:

- Permit must be displayed in such a manner as to be readable from the Street
- Please note carefully the requirements from the City of South Fulton Zoning Resolution for these uses.
- Note time limitations, hours of operations, buffers, landscaping, setbacks, height restrictions, fencing, pedestrian safety, sign restrictions, to name a few.