



City of South Fulton
 Planning and Community Regulatory Affairs
 5440 Fulton Industrial Boulevard
 Atlanta, Georgia 30336
 (470) 809 - 77000
www.cityofsouthfultonga.gov

Date: _____
 Administrative Pmt. No.: _____
 Building Permit No.: _____

FOOD TRUCK ADMINITRATIVE USE PERMIT

As per, Ordinance No. 2019-035 Revising Provisions of The City's Zoning Code to Provide Regulations for Food Trucks and Food Truck Festivals and For Other Lawful Purposes. Definition: A Food Truck is a mobile kitchen, mobile canteen or catering truck which serves as a mobile venue that transports, assembles and sells food and beverages (non-alcoholic). Food trucks include ice cream trucks, pushcarts, and or canteen trucks. It is a mobile, fully self-contained unit with valid State of Georgia registration that utilizes no outside cooking area. Mobile food vendors which stop for less than or equal to 30 minutes at a single location shall not be considered Food Trucks.

\$50.00 fee / per permitted site

**** An additional \$25.00 processing fee will be accessed for all permits****

Effective Date: _____ Expiration Date (valid for 1(one) year): _____

Site / Location Information

Site/Location: _____
 Address _____ City, State _____ Zip Code _____
 Event/Project: _____

Property Owner's Information

Name: _____ Email Address: _____
 Address: _____ Telephone: _____
 City: _____ State: _____ Zip Code: _____

Food Truck Vendor/Operator Information

Business Name: _____ Contact Name: _____
 Address: _____ Mobile Phone: _____
 City: _____ State: _____ Zip Code: _____
 Business License No. #: _____ County/City where issued: _____
 Trust Acct. No. _____ Email Address: _____ Fulton County Health Approval

Have you held any City of South Fulton Administrative Permit within the last 15 months? _____ Yes / _____ No: Please provide a separate sheet listing those permit numbers, held the address(es) of the site, the name of owner and type of business conducted for each.

Applicant's Certification, Affidavit and Signature

Business Name: _____ Summary of Products: _____

I hereby certify that the site described herein will be used in accordance with the applicable zoning ordinance and laws governing the Planning & Community Regulatory Affairs, Further, applicant states, under oath, that attaching a signature hereupon the (applicant) does swear that for a Food Truck Permit a comprehensive survey of the vicinity of the property where upon the food truck will be parked as provided by the applicant and notarized permission has been granted by owner and lease holder(s) of eating establishment / retail store as applicable. Applicant further states that, should a complaint be filed against the applicant for violation of any regulations associated with this application for a Food Truck Administrative Permit, the permit issued may be revoked and may not be reissued for same location,

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

Notary Public Seal



City of South Fulton

Food Truck Administrative Permit Number: _____

Parcel Identification Number: _____

Food Truck Business Name: _____

Food Truck Vendor Minimum Distance Affidavit:

Owner or lease holder of an eating establishment or retail store that sells food within 100 / 200 feet, of Food Truck Operation *(This form must be completed in its entirety to obtain these purposes)*

Pursuant to the City of South Fulton Zoning Resolution, Article 19, Section 3 or by process and/or procedural requirements of the Department, applications for a Food Truck Administrative Permit (19.3.3(1) must provide written, notarized, permission from the property owner or lease holder of an eating establishment lease holder(s) of eating establishment or retail store, form signed and notarized, if food truck operation is located **less than minimum required 200 feet from eating establishment or 100 feet from any retail store that sells food.**

Location of Eating Establishment or Retail Store:

Address: _____

City: _____ State: _____ Zip Code: _____

I hereby certify, under oath that I am the lease holder or property owner of an eating establishment, _____ or retail store, _____ that sells food and grant permission to _____ (Food Truck Vendor / Operator) to conduct business as _____ (Name of Business).

Name of Lease Holder / Property Owner:

Address: _____ State: _____ Zip Code: _____

24 Hour CONTACT PHONE NUMBER: _____

Lease Holder / Property Owner Signature: _____

Sworn and Attested before me this _____ day of _____, 20 _____.

Notary Public Seal



City of South Fulton

Food Truck Administrative Permit Number: _____

Parcel Identification Number: _____

PROPERTY OWNER'S AFFIDAVIT FOOD TRUCK ADMINISTRATIVE USE PERMIT

Pursuant to the City of South Fulton Zoning Resolution, Article 19, Section 3 or by process and/or procedural requirements of the Department, applications for a Food Truck Administrative Permit (19.3.3(1) must provide written, notarized, permission from the property owner upon which the truck will be parked on for said permit including a 24-hour contact telephone for the owner.

In addition, the owner and applicant must ensure and commit to compliance with the standards established by the City of South Fulton Zoning Resolution, for specific application being filed.

Site Location:

Address: _____

City: _____ State: _____ Zip Code: _____

PLEASE BE SURE TO READ THIS DOCUMENT IN ENTIRITY AND ONLY SIGN AFTER ASSURANCE HAS BEEN GIVEN THAT ALL OF THEREQUIREMENTS FOR THIS PERMIT HAVE BEEN METBY THE APPLICANT.

I hereby certify, under oath that I am the Owner, the Executor or Attorney-in fact under a Power of Attorney for the Owner (attach a copy of the Power of Attorney letter), of the property described above or and that in attaching a signature hereupon the Owner does grant permission to

_____ (Food Truck Business /Operator) to conduct business as _____ (Name of Business) which shall consist of the sale of _____

and that a true and proper agreement has been entered into with the Food Truck / Business Operator listed above which allows the Vendor to conduct said business from _____ (date) to _____ (date), valid for one year.

- The number of parking spaces provided for the Food Truck business: _____
- No vendor equipment, vehicle, display or sales activity shall block access to a public facility, including but not limited to, mailbox, parking meter, fire alarm box, fire hydrant, traffic control box, driveways and other access points.

Name of Property Owner: _____

Address: _____ **State:** _____ **Zip Code:** _____

24 Hour CONTACT PHONE NUMBER: _____

Lease Holder / Property Owner Signature: _____

Sworn and Attested before me this _____ **day of** _____ **, 20** _____ **.**

Notary Public Seal

Food Truck Administrative Permit Number: _____

CHECK LIST INSTRUCTIUNS FOR STAFF

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

- Application made a minimum of seven (7) days prior to commencement of operation.
- Applicant has a current Business License Number.
- Application form completed and Applicant's Affidavit signed and Notarized.
- Owner's Affidavit form signed and Notarized.
- Owner of the property listed in GIS/IAS is the same as appears on the Owner Affidavit (move forward with the processing of the permit).
- Owner of the listed in GIS/IAS is different from that shown on the letter; applicant must provide new/current deed.
- Lease holder(s) of eating establishment or retail store form signed and Notarized if less than minimum required 200 feet from eating establishment or 100 feet from any retail store that sells food.
- For Food Trucks, Health Department approval is required (Food Permit # _____).
- Food Truck is located a minimum of 200 feet from any eating establishment and 100 feet from any retail store that sells food, unless owner and lease owner has notarized form (*annotate on site plan*).
- Food truck vendors shall not be located within 25-feet of any right-of-way, entryway, cub-cut or driveway (*note on site plan*).
- Provide a minimum of 6 parking spaces adjacent to vending area (shall not occupy the minimum required parking spaces for any other use on site (*note on site plan; see City of South Fulton Zoning Resolution 2019-035*))

Processed by: _____ Date: _____ Approved by: _____ Date: _____

INSTRUCTINS TO FOOD TRUCK VENDOR/OPERATOR:

- Permit must be firmly attached and visible on the food truck at all times.
- Administrative use permit shall be valid for a period of 1 year after the issuance and applicable to the approved site only.
- The Food Truck use permit shall be limited to no more than 4 (four) days per week (Monday-Sunday) at the approved site.
- The hours of operation be from 7:00 am to 8:30 pm (see City of South Fulton Zoning Resolution 2019-035)
- Food Trucks shall maintain all City of South Fulton, Fulton County, State of Georgia, and Federal licenses and shall follow all laws of the State and County Health Departments, or any other applicable laws.
- Food Trucks shall be required to park on all-weather surfaces.
- After-hours parking of the Food Truck shall comply with Article 18.3, acceptable locations for off street parking, of the City of South Fulton Zoning Resolution.
- Any condition of zoning or provision of the City of South Fulton Zoning Resolution that prohibits a Food Truck use on a property shall supersede this Article.
- Food Trucks and any accessory items shall not be left unattended or stored for any period of time on the permitted site when vending is not taking place or during restricted hours of operation.
- Food Trucks are responsible for the proper disposal of waste and trash associated with the operations. Food Trucks remove all generated waste and trash from their approved location at the end of each day or as needed to maintain the public health and safety. No liquid waste or grease is to be disposed of in tree pits, storm drains or onto the sidewalks, streets or other public or private space.
- No vendor equipment, vehicle, display or sales activity shall block access to a public facility, including but not limited to, a mailbox, parking meter, fire alarm, fire hydrant, traffic control box, driveways and other access points.
- Food Trucks must have an adequate supply of fresh water (through the means of a n on-truck fresh- water tank to maintain the operation of the food service in a safe and sanitary manner.