

Food Truck Administrative Permit Application

Chapter 2, Article D Sec. 10-2093.3 Food Trucks of the East Point Zoning Code and Development Regulations provides for food truck vending in approved locations within the City's right-of-way. Operating a food truck in the City of East Point right of way requires a permit from the City of East Point Department of Planning and Community Development, and it is unlawful to sell any goods or services from any public right-of-way location without a permit.

To receive an Administrative Permit, applicants must use the following process:

1. Applicant must complete an Administrative Permit Application and submit the application to the City of East Point Department of Planning and Community Development, 1526 E Forrest Ave, Suite 100.

A complete application should include the following:

- A non-refundable permit fee – payable by Cash/Credit Card/ATM Card/Cashier's Check/Business Checks or Money Order PAYABLE TO: THE CITY OF EAST POINT.
 - Valid Business License and Tax ID
 - Valid permit through the Fulton County Department of Health and Wellness, Environmental Health Division.
2. Hours of operation shall be 9:00am to 6:00pm. During *Daylight Savings Time* the hours of operation shall be 9:00am to 8:00pm.
 3. No permit shall be effective for more than one hundred eighty (180) consecutive days. An application for said permit shall be submitted no less than fourteen (14) days prior to commencement.

- a. Applicant's name and current address;
- b. Social security number;
- c. A dimensional drawing that clearly shows the footprint and placement of the food truck and the operating area;
- d. GDOR retail identification tax number;
- e. State issued picture identification;
- f. Make, model, and license plate number of food truck;
- g. City business license;
- h. Applicant must provide a copy of approved permit from the Fulton County Health Department;
- i. A general description of the items offered for sale; and
- j. A valid licensing agreement authorizing the vendor to engage in sales of licensed branded merchandise if applicable.

Food Truck Vending Locations

1. City designated food truck areas shall be open to food truck vendors on a first come first serve basis. City designated locations are:
 - a. Main Street (west side of street) designated 2-hour parking spaces between West Cleveland Avenue and Ware Avenue.
2. Food trucks operating on private property (C-R, C-1, C-2 and C-L) shall provide a notarized written authorization statement of the property owner or lease holder of the subject site to the Department of Planning and Community Development. A 24-hour contact number of the property owner or leaseholder shall be provided along with the application. All provisions of this ordinance shall apply. Food trucks shall not obstruct required parking spaces on private property.

Food Truck Operating Guidelines

1. Hours of operation shall be 9:00am to 6:00pm. During *Daylight Savings Time* the hours of operation shall be 9:00am to 8:00pm.
2. Food trucks are not allowed in residential zoning districts.
3. Vending operations may not obstruct vehicular traffic flow.
4. Food trucks shall not make sounds or announcements to call attention to the food truck either while traveling on the public rights-of-way or when stationary. At all times said food truck shall comply with the City of East Point Noise Ordinance.
5. Permitted signage shall mean any signage marketing and/or advertising for any food truck that meet the following requirements:
 - a. Sandwich board signage located on the premises of where the food truck is operating. Sandwich and sidewalk signs are allowed not to exceed sixteen (16) square feet in size. Sign material should be of durable weather resistant PVC or hardwood. Lettering should not exceed 4' in height. A permit is required.
 - b. Wall signage that is safely affixed to the food truck so as to be flat against the surface of the food truck. No permit is required.
6. Vendors may sell food and non-alcoholic beverage items only.
7. Food trucks shall not be left unattended or stored at any time in the operating area when vending is not taking place or during restricted hours of operation.
8. The area within which a food truck is operating shall, at all times, be kept clean and free from litter, garbage, rubble, and debris. To that end, each food truck vendor must provide a trash and garbage receptacle in which patrons or customers may place their litter or garbage. The receptacle shall be within ten (10) feet of the food truck. The receptacle must be adequate in size so waste does not begin to overflow from the receptacle. The operator of the food truck must remove this litter or garbage from the permitted location when he or she leaves the permitted location.
9. Food trucks may only be open to and may only serve customers from the side of the truck facing the sidewalk. Food trucks are prohibited from operating with their trucks open to the roadway.
10. Designated food truck areas shall be open to food truck vendors on a first come first serve basis.
11. A food truck vendor shall maintain \$1,000,000.00 liability insurance policy. Proof of current liability insurance, issued by an insurance company licensed to do business in Georgia, protecting the food truck, the public and the City from all claims for damage to property and bodily injury, including death, which may arise from operation under or in connection with the permit. Such insurance shall name the City as an additional insured and shall provide that the policy shall not terminate or be canceled prior to the expiration date without thirty (30) days advanced written notice to the City.
12. A drive-through shall not be used at any food truck. A person operating a food truck shall not conduct business with or accept orders from any patrons or customers while such patrons or customers are in their motor vehicles.
13. Operators of a food truck must maintain a minimum distance of 300-feet from any building housing an established licensed eating and drinking establishment. This distance will be measured from the serving window in a straight line to the property line of the nearest bricks and mortar food establishment. If a food truck operates less than 300-feet from any building housing an established licensed eating and drinking establishment, they must have expressed and signed consent from all affected establishments.
14. Activity or structure shall also maintain a minimum setback of ten (10) feet from any internal drive or permitted curb cut.



DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

1526 East Forrest Avenue Suite 100 East Point, Georgia 30344

Phone: (404) 270-7029 Fax: (404) 209-5148 www.eastpointcity.org

Applicant Name _____

Applicant Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Have you previously held an Administrative Permit in the last 12 months. Yes No

If yes, please state address and permit number

Business License # _____ Sales Tax# _____

Goods/Services Sold _____

Provide your vending times proposed on property _____

By initialing here, I am certifying that I have read the City of East Point requirements pertaining to vending site and design and confirm that my business will adhere to such requirements at all times.

Please indicate requested private locations (C-R, C-1, C-2, or C-L) where you will be vending from your truck

- 1. _____
2. _____
3. _____

I shall indemnify and hold the City of East Point, its officers, agents and employees, free and harmless from any claims for damages to persons or property including legal fees and costs of defending any action or suits thereon, including any appeals there from, which may be brought by third parties as a result of my activities which have been authorized by this permit.

Applicant Name (print) _____

Applicant Signature _____ Date _____