

Permit # _____
24 Hour Contact # _____
Email _____

404.270.7029 (Phone)

404.209.5148 (Fax)

www.eastpointcity.org

ADMINISTRATIVE PERMIT APPLICATION_A

All applications must be typed or legibly printed. Each question must be complete and correctly answered. An application for an Administrative Permit shall be made no less than seven (7) days prior to the event for an event with less than two hundred fifty (250) projected attendees and no less than fourteen (14) days prior for an event with two hundred fifty (250) or more projected attendees unless road closure is proposed. If road closure is proposed, an Administrative Permit application must be made no less than forty five (45) days prior to the event. Permits issued are only valid for the dates, times and location specified in this application. Proof of non-profit status must be submitted with this application.

ADMINISTRATIVE PERMITS AND USE PERMIT GENERAL CONSIDERATIONS

In the interest of the public health, safety and welfare, the City Council may exercise limited discretion in evaluating the site proposed for a use which requires a Use Permit. In exercising such discretion pertaining to the subject use, the City Council shall consider each of the following:

1. Whether the proposed use is consistent with the Comprehensive Land Use Plan and/or Economic Development Revitalization plans adopted by the City Council
2. Whether the proposed use is compatible with land uses and zoning districts in the vicinity of the property for which the Use Permit is proposed;
3. Whether the proposed use may violate local, state and/or federal statutes, ordinances or regulations governing land development;
4. Whether the proposed use will have a negative effect on traffic flow, vehicular and pedestrian, along adjoining streets and whether any effects can be ameliorated;
5. Whether the proposed, location and number of off-street parking spaces complies with the requirements of the zoning ordinance;
6. Whether the amount and location of open space for the proposed use is adequate for the location, intensity and type of use proposed;
7. Whether protective screening is needed to ameliorate any negative effects on adjacent or nearby properties and whether any screening proposed is adequate;
8. The hours and manner of operation;
9. Whether there is any outdoor lighting proposed and its impact on adjacent and nearby properties;
10. Whether adequate ingress and egress is provided to the property on which the use is located;
11. Whether the use will produce noise, odor dust, or vibrations;
12. What remedial measures, if any, are proposed to minimize the impact of the proposed use;
13. The adequacy of the size and location of the site for the proposed use;
14. Whether adequate provisions are being proposed for refuse, security, sanitation and security areas; and
15. Whether there are other special events for which permits have been issued which may interfere with or negatively impact the proposed event.

Today's Date: _____

NAME OF APPLICANT

APPLICANT ADDRESS

CITY STATE ZIP CODE

APPLICANT TELEPHONE

APPLICANT EMAIL

TYPE OF USE (CHECK ONE)

Special Event, Small ☐ Seasonal Business Use ☐ Roadside Vendors ☐ Roadside Produce Stands ☐
Parade/Road Race ☐

Special Event, Small Expected Attendance ☒ one
Class D __250-1,999 Class E __250 or less _____ # of Vendors **(Provide list of vendors)**

Road Closure Required Yes ☐ No ☐

NAME OF HOST ORGANIZATION

HOST ADDRESS

CITY STATE ZIP CODE

HOST TELEPHONE

HOST EMAIL

DETAIL THE EVENT:

NAME OF EVENT

DATE OF EVENT

START TIME: _____ END TIME: _____

SET-UP START TIME

SET-UP END TIME

BREAKDOWN START TIME

BREAKDOWN END TIME

DESCRIPTION OF EVENT

PURPOSE OF EVENT

LOCATION (To use the East Point Commons, a \$5,000,000 liability insurance must be provided)

ROUTE LENGTH

PROPOSED ROUTE WILL OCCUPY: ☐ ONE LANE ☐ TWO LANES ☐ HALF OF STREET ☐ FULL STREET

PROPOSED ROUTE WILL HAVE: ☐ ROLLING CLOSURE (street will open up to traffic after participants pass)
☐ HARD CLOSURE (event elements will be placed in the street for duration of the event)

List the exact turn by turn route, beginning with the starting and termination locations. Do not just include a map, attach additional sheets if necessary.

Will food be provided? ☐ Yes ☐ No

Note: You must receive approval from the Fulton County Health Department to sell food at assemblies. A copy of an approved permit must be submitted before your permit is approved.

Please specify all methods used to cook food in the event area?

☐ Gas ☐ Electric ☐ Charcoal ☐ Grease ☐ Other (specify) _____

☐ Indoors ☐ Tent ☐ Food Truck/Cart ☐ Other (specify) _____

Note: If there will be more than one food vendor, please attach a list of vendors and method of cooking for each. Make sure to indicate if they will be cooking under a tent or in a food truck/cart.

Will any fuel tanks need to be refueled/restocked at anytime during the event? ☐ Yes ☐ No

Will there be any fuel stored overnight? ☐ Yes ☐ No

Note: Grease and Charcoal must be disposed of in predetermined locations.

Note: Please identify all cooking locations on your site plan.

Will items be sold at your event? If yes, please list general vendor categories.

Note: Vendors that do not have a valid business license must obtain a Vendor's Permit from the City of East Point. The Vendor's Permit is valid for one (1) year.

Will a stage be erected? ☐ Yes ☐ No

Note: If yes, stage details are required with submittal

Will a tent(s) be erected? ☐ Yes ☐ No Tent Size _____

Note: Tents greater than 5000 sq. ft. require a building permit

Are there amusements (moon walks, dunk tanks, etc.) associated with your event? ☐ Yes ☐ No

If yes, what type(s) of amusements will be used? _____

Amusement Provider: _____

Address: Street _____ Suite _____
City _____ State _____ Zip Code _____

***Note: The City of East Point does not govern the safety of amusements. Organizers assume all risk.**

Yes No

☐ ☐ Will a generator(s) be used? If yes, what type of fuel and what size generators will be used:

☐ ☐ If an electric generator is used, are you installing a grounding rod?

*Grounding rods must be removed from all public property at the end of the permitted event

☐ ☐ Will additional electrical wiring or temporary power poles need to be installed?

Describe electrical needs:

☐ Yes ☐ No Will your event include the use of any decorations or special lighting that could be a fire hazard?

If yes, please describe: _____

☐ Yes ☐ No Are you hiring off-duty fire safety personnel?

If yes, please list how many are National Fire Protection Association Certified Fire Inspectors 1 and have jurisdictional authority in the City of East Point _____

In certain cases, conditions are imposed by the Chief Building Official, Chief of Police and Fire Chief. Additionally, the Director of Public Works with respect to roadway, water, sewer and/or infrastructure improvements, and right-of-way dedications which must be met. Any use that may be authorized by an Administrative Permit or Special Conditional Use Permit for a Special Event, Small shall comply with all other City regulations, zoning district regulations, and other regulations.

Submit eight (8) scaled drawings (max size 11" x 17") that graphically depict the following information:

The statements below will be included as noted on the required drawing:

The required number of parking spaces for the permanent business: _____

The number of parking spaces provided for the permanent business: _____

If the property upon which the activity is to take place is adjacent to any residential use, the following will be noted on the drawing:

- A maximum continuous sound level of 60dBA and a maximum peak sound level of 75 dBA shall not be exceeded at adjacent property lines of any residential use.

For Seasonal Business Use or Roadside Vending/Roadside Produce, the following will be noted on the drawing:

- There are no other similar businesses located with 1,500 feet of the proposed vendor site.
- No sales shall be permitted from a vehicle except a food truck/cart.
- No equipment, vehicle, display or sales activity will block access to a public facility, such as a telephone booth, mail box, parking meter, fire hydrant, fire alarm box, traffic control box, driveway or other access point.

Drawing must also graphically depict the following standards established by the permit type.

SPECIAL EVENT, SMALL:

1. No permit shall be effective for more than 14 consecutive days for a single event on the same property. An application for an Administrative Permit shall be made no less than 7 days prior to the event for an event with less than 250 projected attendees and no less than 14 days for an event with 250 to less than 2000 projected attendees, unless road closure is proposed or alcohol service at the event is proposed. If road closure or alcohol service at the event is proposed, an Administrative Permit application, regardless of projected attendance numbers, must be made no less than 45 days prior to the event. Said permit must be posted on site such that it is visible from the street. If such permit is for a parade, the parade chairman or other person heading or leading such activity shall carry the parade permit upon his person during the conduct of the parade.
2. The hours of operation shall be specified and shall be within the hours of 8:00 a.m. to 8:00 p.m., Sunday through Thursday and 8:00 a.m. to 11:00 p.m., Friday through Saturday.
3. The entire property shall comply with the zoning district's setback requirements.
4. No temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of any residential use.
5. No tent, table or other temporary structure shall be located within 250 feet of a single family detached residential structure except within the CR district. Tents less than 5,000 square feet do not require a building permit; tents equal to or greater than 5,000 square feet require structural plan review and a building permit. All tents are subject to the approval of the Fire Marshall and Chief Building Official.
6. Sales from vehicles with the exception of permitted vending carts and food trucks are prohibited.

7. The entire property shall comply with East Point's parking requirements.
8. No equipment, vehicle, display or sales activity shall block access to a public facility such as a telephone booth, mail box, parking meter, fire hydrant, fire alarm box, traffic control box, driveway or other access point.
9. A sound level of 65 dBA shall not be exceeded at adjacent property lines of any residential use.
10. Signage shall be in accordance with Chapter 7, Signs.
11. Eight (8) copies of a drawing, no larger in size than 11" x 17", with dimensions (distances in feet) of the activity's location from the site's property lines and other minimum distance requirements as specified by this Section shall be submitted to the Department of Planning and Community Development for approval. Said drawing shall also depict the north arrow, curb cuts and traffic patterns.
12. Projected attendance for the event must total 2000 people or less for the entire duration of the event. If projected attendance exceeds 2000, the applicant must secure approval from City Council for the event through the Use Permit Process set forth in Article J of the Zoning Regulations and pursuant to the standards set forth in Sections 10-2085 through 10-2087 and 10-2110 through 10-2150.
13. Additional permits required for the proposed event, including but not limited to food service permit, electrical permit, mechanical permit, building permit, business license, alcohol license, vendor permit, must be secured prior to the approval of the special event Administrative Permit. Those relevant permits must be applied for separately in accordance with the City of East Point Code.

A. **Procedures:**

Applications for Administrative Permits shall be on forms provided by the Department of Planning and Community Development and shall be accompanied by the following documents and/or information in written form:

1. A notarized written authorization statement of the property owner or lease holder of the subject site
2. A 24-hour contact number of the property owner or lease holder.

B. **Applicability:**

This section shall not apply to special events with projected attendance of more than 2000 people. Special events with greater than 2000 in projected attendance must meet the standards and follow the procedures for securing a Use Permit approved by the City Council.

ROADSIDE PRODUCE STANDS: C-1, C-2, CL and accessory to institutional uses, such as a place of worship or a school, or for the benefit of charity such as tours of homes, show houses, and the like.

1. No more than four Administrative Permits shall be granted per year and no single permit shall be effective for more than 30 consecutive days; however, 2 or more permits, not to exceed 4, may be combined for a duration of 60 days, 90 days or a maximum of 120 days. An application for said permit(s) shall be made no less than 14 days prior to the event. Said permit must be posted on site such that it is visible from the street.
2. The hours of operation shall be 8:00 a.m. to 8:00 p.m.
3. The applicant 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 lease holder shall be provided along with permit application.

4. The property on which the applicant is permitted must be located at least 1500 feet from a permanent business or another vendor which offers the same or similar merchandise as that of the applicant. The applicant shall provide names of all established businesses which sell similar or the same merchandise within 1500 feet of the proposed vendor site.
5. Any activity or structure shall maintain a minimum 20-foot setback from the right-of-way and not be located within a required landscape strip or buffer. Said activity or structure shall also maintain a minimum setback of 10 feet from any internal drive or permitted curb cut.
6. A minimum of 6 parking spaces shall be provided for the exclusive use of the roadside produce stand and shall not occupy the minimum required parking spaces for any other use on site.
7. No temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of a residential use.
8. No tent, table is allowed. All vending shall be conducted from a pushcarts/vending cart.
9. All pushcarts/vending carts must fit within an area four feet in width, not including protective overhang, by eight feet in length, not including trailer hitch, and eight feet in height.
10. All pushcarts/vending carts must meet all Fulton County Health Department regulations.
11. No vending station or any item related to the operation of a vending business shall be leaned against or hung from any building or any other structure, including but not limited to, lampposts, parking meters, mailboxes, traffic signal stations, fire hydrants, trees, tree boxes, benches, bus shelters or traffic barriers.
12. All items related to the operation of a vending business shall be kept either on, in or under a vending station. No such items shall be stored or placed upon any public space adjacent to the vending stand, pushcart or station.
13. No equipment, vehicle, display or sales activity shall block access to a public facility such as a telephone booth, mail box, parking meter, fire hydrant, fire alarm box, traffic control box, driveway or other access point.
14. A sound level of 65 dBA shall not be exceeded at adjacent property lines of any residential use.
15. Signage advertising the vending operation is prohibited.

ROADSIDE VENDING: C-1, C-2, CL and accessory to institutional uses, such as a place of worship or a school, or for the benefit of charity such as tours of homes, show houses, and the like.

1. No more than two Administrative Permits shall be granted per year and no permit shall be effective for more than 9 consecutive days. An application for said permit shall be made no less than 14 days prior to the event. Said permit must be posted on site such that it is visible from the street.
2. The hours of operation shall be 8:00 a.m. to 8:00 p.m.
3. The applicant 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 lease holder shall be provided along with permit application.
4. The property on which the applicant is permitted must be located at least 1500 feet from a permanent business or another vendor which offers the same or similar merchandise as that of the applicant. The applicant shall provide names of all established businesses which sell similar or the same merchandise within 1500 feet of the proposed vendor site.

5. Any vending displays or activity shall maintain a minimum 20-foot setback from the right-of-way and not be located within a required landscape strip or buffer. Said displays or activities shall also maintain a minimum setback of 10 feet from any internal drive or permitted curb cut.
6. A minimum of 6 parking spaces shall be provided adjacent to the vending area for the exclusive use of the roadside vending and shall not occupy the minimum required parking spaces for any other use on site.
7. No temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of a residential use.
8. No pushcarts/vending cart shall be located within 250 feet of a residential structure. Tents and tarps are prohibited. Sales from vehicles are prohibited.
9. No tent, table is allowed. All vending shall be conducted from a pushcarts/vending cart.
10. All pushcarts/vending carts must fit within an area four feet in width, not including protective overhang, by eight feet in length, not including trailer hitch, and eight feet in height.
11. All pushcarts/vending carts must meet all Fulton County Health Department regulations.
12. No vending station or any item related to the operation of a vending business shall be leaned against or hung from any building or any other structure, including but not limited to, lampposts, parking meters, mailboxes, traffic signal stations, fire hydrants, trees, tree boxes, benches, bus shelters or traffic barriers.
13. All items related to the operation of a vending business shall be kept either on, in or under a vending station. No such items shall be stored or placed upon any public space adjacent to the vending stand, pushcart or station.
14. No equipment, vehicle, display or sales activity shall block access to a public facility such as a telephone booth, mail box, parking meter, fire hydrant, fire alarm box, traffic control box, driveway or other access point.
15. A sound level of 65 dBA shall not be exceeded at adjacent property lines of any residential use.
16. Signage advertising the vending operation is prohibited.

SEASONAL BUSINESS USE: CUP (with a commercial component), MIX (with a commercial component), C-1, C-2, I-1 and I-2. Allowable in AG-1 and residentially zoned districts only when the property is occupied by a church, school, lodge/retreat, farm, plant nursery, etc., existing as a conforming or a lawful non-conforming nonresidential use.

1. An Administrative Permit shall not be issued for the same seasonal business use more than once in any calendar year. Said seasonal business use must correlate to a calendar holiday or event. Said permit shall not exceed a total of 30 consecutive days for each use. Said permit must be posted on site such that it is visible from the street. An application for said permit shall be made no less than 14 days prior to the event. Example: One permit may be issued for the sale of Christmas trees for a maximum of 30 consecutive days. A second permit may be issued for the sale of pumpkins for a maximum of 30 consecutive days.
2. The hours of operation shall be 8:00 a.m. to 8:00 p.m., Sunday through Thursday and 8:00 a.m. to 11:00 p.m., Friday through Saturday.
3. Two copies of a drawing, no larger in size than 11" x 17", with dimensions (distances in feet) of the activity's location from the site's property lines and other minimum distance requirements as specified by this Section shall be submitted to the Department of Planning and Community Development for approval. Said drawing shall also depict north arrow, curb cuts and traffic patterns.

4. The applicant 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 lease holder shall be provided along with permit application.
5. The property on which the roadside vendor is permitted must be located at least 1,500 feet from a permanent business or another vendor which offers the same or similar merchandise as that of the vendor. Vendor shall provide names of all established businesses which sell similar or the same merchandise within 1,500 feet of the proposed vendor site.
6. Any display or sales activity shall maintain a minimum 20-foot setback from the right-of-way and shall not be located within a required landscape strip or buffer. Said displays shall also maintain a minimum setback of 10 feet from any internal drive or permitted curb cut.
7. A minimum of 6 parking spaces shall be provided for the exclusive use of the seasonal business and shall not occupy the minimum required parking spaces for any other use on site.
8. No temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of a residential use.
9. No tent, table or other temporary structure shall be located within 100 feet of a residential structure. Sales from vehicles are prohibited. Tents less than 5,000 square feet do not require a building permit; tents equal to or greater than 5,000 square feet require structural plan review and a building permit. All tents are subject to the approval of the Fire Department.
10. No equipment, vehicle, display or sales activity shall block access to a public facility such as a telephone booth, mail box, parking meter, fire hydrant, fire alarm box, traffic control box, driveway or other access point.
11. A sound level of 65 dBA shall not be exceeded at adjacent property lines of any residential use.
12. Signage shall be in accordance Chapter 7, Signs.

Have you held any City of East Point Administrative Permits within the last 12 months?

☐ Yes

☐ No

Permit Number	Event	Date	Location

MARKETING AND PUBLIC RELATIONS

☐ Yes ☐ No Will this event be marketed, promoted, or advertised in any manner?

If yes, please indicate the types of advertising (check all that apply): ☐ Local Radio ☐ National Radio ☐ Local TV
☐ National TV ☐ Cable TV ☐ Local Newspaper ☐ National Newspaper ☐ Direct Mail/Flyers ☐ Internet ☐ Email
☐ Billboards

☐ Yes ☐ No Will there be live media coverage during the event?
If yes, please describe:

Entertainment and Related Activities

☐ Yes ☐ No Is there entertainment associated with your event?

If yes, please indicate the types of entertainment (check all that apply): ☐ Live Music ☐ Disk Jockey (DJ) ☐ Children's
Activity
☐ Animal Acts ☐ Theatrical Performance ☐ Other:

Number of Stages/Platforms _____

Number of Performers/Bands _____

Local or National Acts of Both _____

Yes No
☐ ☐ Will sound checks be conducted prior to the event?
If yes, State time _____ Finish time__

☐ ☐ Will sound amplification be used?
If yes, State time _____ Finish time__

☐ ☐ Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?
If yes, please ATTACH type of firework, map of set-up and fall-out area, and license of operator.

SECURITY PLAN

Event Date: _____ Event Name: _____

Security Plan Summary: (Attach Plan of Action or briefly describe security plan to include, but not limited to, crowd control, internal security and venue safety)

Number of off-duty law enforcement personnel hired: _____

List "lead officer's" name and contact number: _____

Number of Barricades required: _____

Are you hiring additional security from a private security company? ☐ Yes ☐ No

*Note: This is not a substitute for Post-certified off-duty law enforcement personnel

If yes, please list the Name and Contact Number of private security company:

Name of event organizer responsible for managing security plan: _____

Telephone: _____ Email _____

Signature _____

To be completed by City of East Point Police Chief or his/her designee

☐ APPROVED

☐ DENIED

Signature, East Point Police Chief

ALCOHOL

Does your event involve the sale of alcoholic beverages? ☐ Yes ☐ No

Are you having alcohol donated to your event? ☐ Yes ☐ No

Does the alcohol provider presently hold a City license for on premise consumption? ☐ Yes ☐ No

If yes, please **ATTACH** a copy of the current City license and fill out the section below

If no, a contract may be established with any East Point on-premises license holder to sell alcoholic beverages, who shall hold the special alcohol permit.

Name of City of East Point Licensee: _____ Business

Name: _____ Address:

Street: _____

City: _____

Telephone/Fax: Telephone _____ Cell _____ Fax _____

What type of alcohol will be served at the event? ☐ Spirituous Liquor ☐ Beer ☐ Wine

Note: Depict graphically the required alcohol control zone on your site plan. Include

List alcoholic beverages that will be sold

Does agent, any partner(s) or corporation officer, board member, principle shareholder or trustee have, within the last five (5) years, had any conviction(s) for the violation of any federal, state or local law(s), ordinance(s) or regulation(s)?

Person Charged	Date	Offense	Location (City, State)	Disposition

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable ordinances and laws governing the City of East Point. Further, the Applicant swears under oath by attaching a signature hereupon, a comprehensive survey of the vicinity property where the proposed event is to take place. Applicant further swears that the facts and things stated in the foregoing answers to questions are true and no false or fraudulent statement is made herein – that such answers were made in order to procure the granting of a permit. Should a complaint be filed against the Applicant for violating any regulation associated with this permit, the permit issued for the subject event will immediately become void and will not be reissued.

APPLICANT'S SIGNATURE

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

Notary Public

Commission Expires

(SEAL)

TRAFFIC PLAN

Name of Assembly Organizer responsible for managing security plan:

Telephone: _____ Email: _____

Event Date: _____ Event Name: _____

Event Location/Route:

Provide site plans (please note NO VEHICLES to ride over, park, and/or stage on the SIDEWALK!!!!)

Site Plan Provided Yes ☐ No ☐ Sidewalk clear vehicles Yes ☐ No ☐

Traffic control plans for lanes/detour routes for full street closures: (Attach Plans and briefly describe traffic plan)

Must include notification of businesses and residents (Notification must be done within a three block radius, if additional notification is needed the Police Department will let you know.)

1. Copy of Notification(s) sent
2. Addresses and date notified

Signature

To be completed by City of East Point Police Chief or his/her designee

☐ APPROVED ☐ DENIED

Signature, East Point Police Chief

SANITATION PLAN

Yes ☐ No ☐ Will you be contracting sanitation services with an outside agency?

Please ATTACH an agreement between your organization and the agency providing the sanitation services. This agreement letter must be submitted on the letterhead of the appropriate agency and must include:

- Contact information: Name and number of person responsible during event for services
- Number of trash receptacles provided by the agency
- Date trash will be removed from event location

If no, please explain clean-up plan: (If you are using volunteers, please list the number of volunteers and scope of responsibilities, procurement of trash containers to include rental contract if applicable, and disposal plan/location)

PARKING/TRAFFIC MITIGATION

Please list parking options for patrons and event staff. Include approximate number of spaces available:

Yes ☐ No ☐ Will you encourage patron to take public transportation? If yes, how will you inform them:

OWNER'S AFFIDAVIT

Pursuant to the East Point Code of Ordinances or by process and/or procedural requirements of the City, applications for an: Special Event, Small; Roadside Produce Stands Permit; Roadside Vending Permit; or Seasonal Business Permit must provide written notarized, permission from the owner of the property upon which the event is proposed along with an application for said Permit including 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 East Point Code of Ordinances, for the specific application being filed.

Location of Subject Property:

Address	City	State	Zip Code
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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 and that by attaching a signature hereupon the Owner does grant permission to _____ (Lessee/Applicant) to conduct business as _____ (Name of Business/Event) which shall consist of the sale of _____ or other event/activity known as _____, and that a true and Proper agreement has been entered into with the Lessee/Applicant listed above which allows the Lessee/Applicant to conduct said business/event/activity from _____ (date) to _____ (date).

Further, I do hereby certify, under oath, the Lessee/Applicant has been made aware of and will comply with all the standards and requirements of the **East Point Zoning Code of Ordinances**, pursuant to that specific portion by which the above stated business/event/activity is regulated.

Owner's Information

Name: _____ E-mail Address: _____

Address: _____ 24-Hour Telephone _____

City: _____ State: _____ Zip Code: _____ Fax: _____

OFFICIAL USE ONLY

_____ Date _____	_____ Date _____
Department of Planning & Community Development	Chief Building Official

_____ Date _____	_____ Date _____
East Point Fire Department	East Point Police Department

_____ Date _____
Department of Public Works

Examples of Acceptable Carts

Small Roadside Vending Cart



Roadside Produce Cart



Large Roadside Vending Cart





**EVENT
CHECKLIST**

EVENT TITLE:		
EVENT LOCATION:		
EVENT DATE(S) & TIME(S):		
ESTIMATED NUMBER OF PEOPLE EXPECTED TO ATTEND:		
EVENT COORDINATOR/MANAGER		
Name:		
Contact information:		
	YES	NO
NOTIFICATIONS:		
Fire		
Planning & Zoning		
Police		
Utilities		
Sanitation		
SITE PLAN AVAILABLE & POSTED		
SAFETY:		
Structure/Facility		
Sprinkler Systems Operational		
Alarm System Operational		
Smoke /Carbon Monoxide Detectors Operational		
Hood Suppression System Operational		
Exit Signs Visible		
Emergency Lighting Operational		
Location of Power Controls identified		
Outside Area		
Lawn mowed & free from debris		
Grounds treated for pests (ants etc..)		
Grill safe distance from crowd?		
Portable Fire Extinguishers Strategically located (Grill locations)		
Water Supply available (drinking)		
Free of Slip, Trip or Falls Hazards		
Trash containers appropriately located		
Recycle container appropriately located		
Restroom accommodations		

	YES	NO
TEMPORARY STRUCTURES:		
Stage or Platform		
Tent, Marquee or booth(s)		
Seating Stand(s)		
Prefabricated building(s)		
COMMUNICATIONS:		
Radio		
Mobile Phone		
Pertinent Contact Persons Identified with contact information		
Vendors Notified		
MEDICAL:		
EMS Rovers		
First Aid Stations		
Cooling Stations		
STAGING:		
Loading / Unloading zones identified		
Vendor Setup (Pre-Assigned)& Breakdown		
SECURITY:		
Crowd Control		
Police Presence		
Traffic Management Plan Developed		
Road Closures		
Parking Identified		
PERMITS:		
Special Events		
Tents		
Carnival		
Fireworks & Pyrotechnics		
Special Use Permit		
Electrical		
FIRE STATION # 1 Fire Department use for public safety; emergency staging, medical and safe refuge only The entire front of the station shall remain unobstructed 25' to the North and clear to W. Cleavland to the South.		

**Fulton County Department of Health Services
Environmental Health Services Division**

North District Office
3155 Royal Drive, Suite 150, Alpharetta, Ga. 30022
Telephone 404-612-1801 • Fax 404-893-6746

Central District Office
99 Jesse Hill Jr., Drive, S.E., Room 101, Atlanta, GA 30303
Telephone 404-613-1303 • Fax 404-730-5571

South District Office
1920 John Wesley Avenue, Suite 212, College Park Ga. 30337
Telephone 404-613-5579 • Fax 404-893-1787



SPECIAL EVENTS ORGANIZER INFORMATION PACKET

PACKET CONTENTS

- Special Event Organizer Application for Exemption Status
- Application For Permit To Operate A Special Food Service
- Application For Special Event Organizer Non-Food Permit
- Application For Special Event Food Service Vendor Certification
- Fee Schedule
- Booth Design Grid

CONTACTS

Samuel Guilford: Central District Office— Environmental Specialist Senior, (404) 613-1324

Edward Smith: North District Office--Environmental Health Manager, (404) 612-1808

James Lipscomb: South District Office—Environmental Specialist Senior, (404) 613-5579



Application Procedures for Organizing a Special Event

- The organizer may complete a Special Event Organizer Application For Exemption Status, if your organization is sponsored by a municipality, charitable organization, or has IRS Tax Code 501 tax status.
- Provide information regarding the pending special event to the Fulton County Department of Health and Wellness, Environmental Services Division, **30** days prior to the start of the event.

Special Event Non-Food Procedures – Organizer

- Return a completed Application For Special Event Organizer Non-Food Permit.
- Comply with the Fulton County Code of Ordinances and Code of Resolutions, Chapter 34 – Health and Sanitation, non-food articles (Article IV -Drinking Water, Article X – Solid Waste, and Article XI - Sewage Disposal).

Special Event Food Procedures– Organizer/Special Food Service Vendor

- Return a completed Application For Permit To Operate A Special Food Service (for each vendor), including a list of temporary food service establishments, a booth design, and appropriate plan review fees.
The organizer is responsible for collecting and submitting all permit and plan review fees for each food vendor. Only a single business check, cashier check, or money order will be accepted. Revisions to the food vendor list must be submitted no later than 15 days prior the event.
- Submit a diagram of the site, which provides the location of each food vendor.

Special Food Service Vendor Certification (Optional)

- If an individual food service vendor has the same set-up at all special events, serves the same menu, and has taken a safe food handling class, sponsored by the Department, then complete an application for Special Event Food Service Vendor Certification



SPECIAL EVENT FOOD VENDORS BASIC REQUIREMENTS

Fulton County Department of Health and Wellness
Environmental Health Services Division

- Each food vendor must provide signage with name of booth for identification.
- Each food vendor must have approved hand washing station, which will be a container with free flowing water faucet.
- Each food vendor must have a stem thermometer for taking hot and cold food temperatures.
- Each food vendor booth must have screening on all four sides as long as this does not conflict with codes the fire marshal has to enforce. If there is, then the organizer of the event will need to help in creating a solution. Screening requirements will be as follows:
 - No rolled up screening,
 - Screening must be securely attached at top and not attached with shower curtain design.
 - Must be secured at all four corners.
 - Must be attached to with stand normal weather conditions.
 - Screening for doors must over lap side screening.
 - Window openings must be no greater than 24 inches by 24 inches.
 - Screening must be at least 16 mesh to the inch.

The above items must be in place before a special event food permit will be issued.



SPECIAL EVENT ORGANIZER APPLICATION FOR EXEMPTION STATUS

Fulton County Department of Health and Wellness
Environmental Health Services Division

EVENT
INFORMATION

Name: _____
Location: _____ GA _____
(include Name of Park, etc. and full Address) Street City Zip Code
Duration in Consecutive Hours Date Event to Begin Date Event to End

ORGANIZER
INFORMATION

Name: _____
Address: _____
Street Room/Suite City State Zip Code
Work #: _____ Cell #: _____
Email: _____ Fax #: _____

SE EXEMPT
SPONSOR

Name: _____ Representative: _____
Address: _____
Street Room/Suite City State Zip Code
Telephone #: _____ Email: _____ Fax #: _____

Pursuant to O.C.G.A. §§ 26-2-390 et seq., certain special events are exempt from requirements as set forth in the Fulton County Code of Ordinances and Code of Resolutions, Chapter 34 Health and Sanitation, specifically Food Service-Article V, Drinking Water- Article IV, Sewage Disposal-Article XI and Solid Waste-Article X.

Check the following that apply:

- ☐ The event is sponsored by a political subdivision of this state or by an organization exempt from taxes under paragraph (1) of subsection (a) of Code Section 48-7-25 or under Section 501(d) or paragraphs (1) through (8) or paragraph (10) of Section 501(c) of the Internal Revenue Code, as that code is defined in Code Section 48-1-2 (**Submit appropriate Internal Revenue Service document**).
- ☐ The event lasts 120 consecutive hours or less.

* If both boxes are checked and appropriate documentation submitted, the special event is exempt by law from regulation by the Fulton County Department of Health and Wellness (FCDHW). The FCDHW, Environmental Health Services (EHS) Division will not be performing inspections and is not responsible for the assurance of safe food, free public drinking water, adequate sewage disposal and proper collection and storage of solid waste at this event. However, FCDHW is available for providing training in these areas upon request and will respond to complaints. **Preferred**

Contact Method: ☐ Telephone ☐ Email ☐ Fax

* If both boxes are **not** checked, the Special Events Organizer Package must be completed.

I, _____, acknowledge by signing that I am responsible for the assurance of safe food, free drinking water, adequate sewage disposal and proper collection and storage of solid waste at this event.

Organizer Signature _____ Date _____
SE Exempt Sponsor Representative Signature _____ Date _____

===== EHS Use Only =====



SPECIAL EVENT ORGANIZER APPLICATION FOR TENT PLACEMENT

Fulton County Department of Health and Wellness
Environmental Health Services Division
99 Jesse Hill Jr., Drive, S.E., Room 101, Atlanta, GA 30303
Telephone 404-613-1303 • FAX 404-730-1462

EVENT
INFORMATION

Name: _____
Location: _____ GA _____
(include Name of Park, etc. and full Address) Street City Zip Code
Date Event to Begin _____ Date Event to End _____ Hours of operation _____
Event Type: ☐ Public ☐ Private

ORGANIZER
INFORMATION

Name: _____
Address: _____
Street Room/Suite City State Zip Code
Work #: _____ Cell #: _____
Email: _____ Fax #: _____

CONTACT
PERSON

Name: _____ Representative: _____
Address: _____
Street Room/Suite City State Zip Code
Telephone #: _____ Email: _____ Fax#: _____

What is the estimate peak attendance? _____

How will solid waste (trash) be collected and disposed?

Number/Size of Compactors: _____ Number/Size of Dumpsters: _____ Number/Size of Trash Receptacles: _____

How will sewage be handled? Number of Public Restrooms: _____ Number of Portable Toilets Provided: _____

How will free water be provided?

Number of Public Water Fountains: _____ Number of Temporary Water Stations: _____ Cases of Bottled Water: _____

Preferred Contact Method: ☐ Telephone ☐ Email ☐ Fax

I, _____, acknowledge by signing that I am responsible for the assurance of safe food, free drinking
water, adequate sewage disposal and proper collection and storage of solid waste at this event.

Organizer Signature _____ Date _____

===== EHS Use Only =====
We have evaluated the information provided to our office for the special event _____
at _____ operating on _____. Solid waste, drinking water, and

Approved

Date



APPLICATION FOR SPECIAL EVENT ORGANIZER NON-FOOD PERMIT

Fulton County Department of Health and Wellness
Environmental Health Services Division

Name: _____

Location: _____
(include Name of Park, etc. and full Address) Street City State Zip Code

Telephone #: _____ Fax #: _____

Time of Operation _____ Date Event to Begin _____ Date Event to End _____
Anticipated Crowd _____ Hours of Peak Crowd _____ Alcohol Served: ☒ Yes ☒ No

Public Restroom, Sewered Facilities Available: _____ # Portable Toilets Provided: _____

Public Water Fountains Available: _____ # Temp. Water Stations: _____ # Cases of Bottled Water: _____

Dumpsters Available: _____ # Compactors Available: _____ # Trash Receptacles Available: _____

Event Category: ☒ Fair ☒ Craft Show ☒ Festival ☒ Sporting Event
☒ Concert ☒ Market/Show ☒ Other

Event Description: _____

Name: _____

Address: _____
Street Room/Suite City State Zip Code

Telephone #: _____ Email: _____ Fax #: _____

Name: _____

Address: _____
Street Room/Suite City State Zip Code

Work #: _____ Cell #: _____

Email: _____ Fax #: _____

I, _____, certify that all information given in this application is true
Organizer Name (Print)

and correct to the best of my knowledge. I understand that it will be my and the property owner's responsibility to ensure that only Special Food Service vendors, permitted by this Department, participate in the event. I further understand and agree to comply with Fulton County Code of Ordinances and Code of Resolutions, Chapter 34, Health and Sanitation, Article IV, "Drinking Water", Article X, "Solid Waste" and Article XI, "Sewage Disposal", as the permit holder for non-food facilities at a special event in Fulton County. I understand that this application must be submitted at least 30 days prior to the event. I agree to pay a late fee (double the standard fee) if I fail to submit all necessary paperwork within 15 days of the event. If a permit is issued, it is non-transferable and is valid until it is surrendered, suspended, revoked or expired.

Preferred Contact Method: Telephone Email Fax

*** If the event is longer than one day, please provide an operating schedule. ***

Organizer Signature

Date

Control#: _____
EHS Use Only

===== **EHS Use Only** =====

Name: _____
Event Name

Date Received: ____/____/____

Control #: _____

Food Vendor Listing Attached ✓
Operating Schedule Attached ✓

**Total # of Nonsewered Toilet units
required:**

_____ units

**Total # of Drinking Water Units
Required**

_____ units

**Total # of Solid Waste Receptacles
Required**

_____ units

Total # of Units (Nonsewered Toilet, Drinking Water, and Solid Waste): ✓ 1 – 30 units ✓ 31+ units

Approval Date: ____/____/____

Permit # _____

Initial Permit Date: ____/____/____

Permit Expiration Date: ____/____/____

District Assignment: _____

Territory Assignment: _____

Commission District #: _____

Permit and Inspection Fee Schedule Table

(1 to 30 units) - \$110 +73/day (31-75 units) - \$110+146/day (76+ units) - &110+220/day
* Plan review fee

Fee Amount: _____

Date of Remittance: ____/____/____

Check/M.O. #: _____

Receipt #: _____

Service Code _____

EHS Staff

Date of Issuance



APPLICATION FOR PERMIT TO OPERATE
A SPECIAL FOOD SERVICE

Fulton County Department of Health and Wellness
Environmental Health Services Division

EVENT
INFORMATION

Name: _____

Address: _____

Street City State Zip Code

Date(s) of Event: _____

ORGANIZER
INFORMATION

Name: _____

Address: _____

Street City State Zip Code

Telephone #: _____ Email: _____

VENDOR
INFORMATION

Name: _____ Name of Booth: _____

Address: _____

Street City State Zip Code

Telephone #: _____ Email: _____

Food(s) to be served: _____

I, _____, certify that all information given in this application is true and correct to the best of
Vendor Name (Print)

my knowledge. I further understand and agree to comply with Fulton County Code of Ordinances and Code of Resolutions, Chapter 34, Health and Sanitation, Article V, "Food Service", as the holder of a permit to operate a special food service in Fulton County. If a permit is issued, it is non-transferable and is valid until it is surrendered, suspended, revoked or expired.

Preferred Contact Method: Telephone Email Fax

Vendor Signature

Certification #

Title

Date

===== For EHS use only =====

Food Risk Type: ☐ Low Risk ☐ High Risk Establishment Code: _____

Permit#: _____

Fee Amount: _____ Date of Remittance: ____/____/____ Check/M.O.: _____

Receipt: _____

Permit Issue Date: ____/____/____ Permit Expiration Date: ____/____/____ District Assignment: _____ Territory: _____

EHS Staff

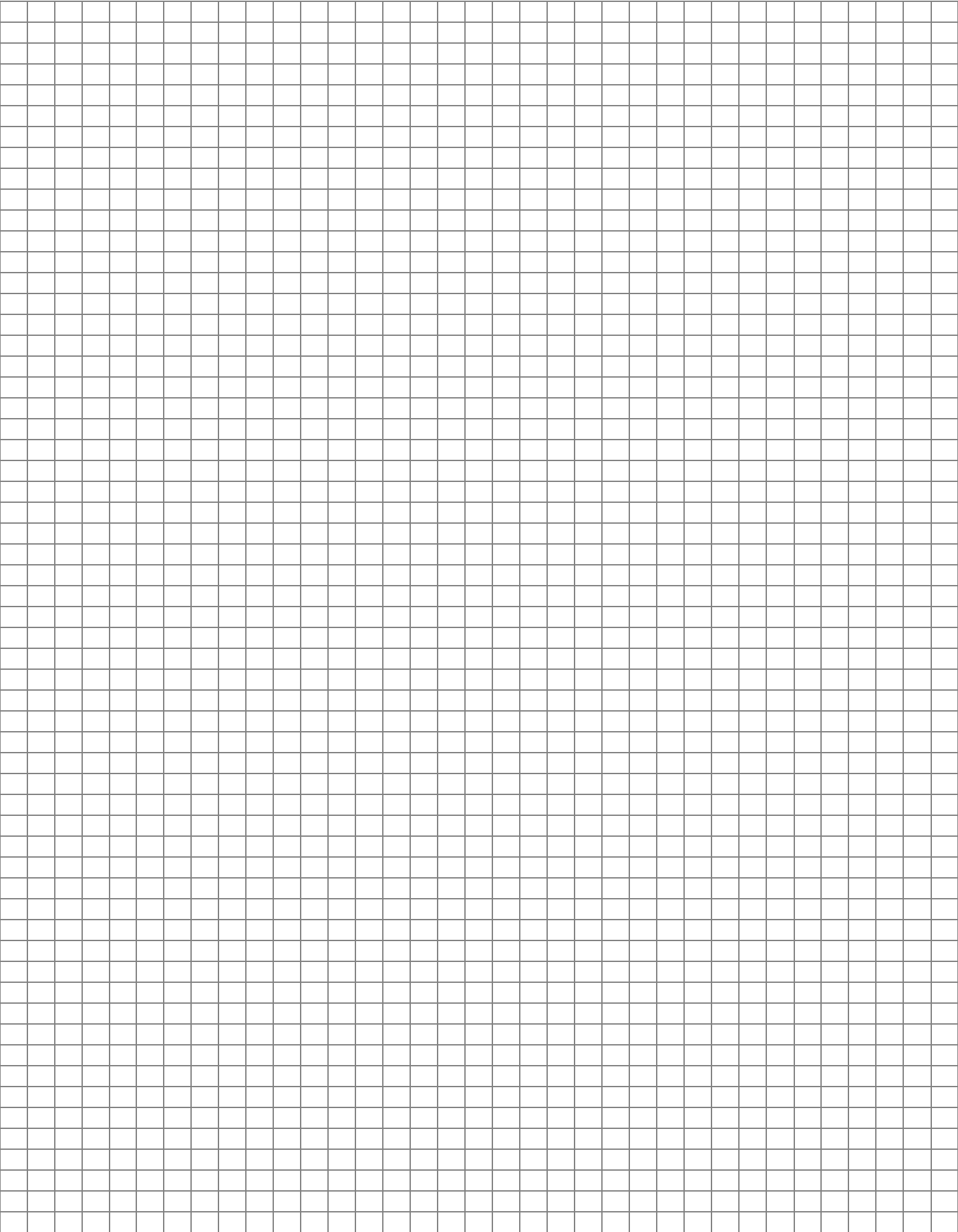
Date of Issuance

Food Risk Category Factor
Summary

(Permit and Inspection Fee)

Low Risk (\$73+ \$37 per day)

High Risk (\$73 +\$73 per day)



Special Event Fee Schedule

Type	Fee	Inspection Fee Per Day	Item Number
Special Event Plan Review	\$146		14
Special event Organizer Non-Food Permit (1-30 unit)	\$110	\$73	92 & 48
Special Event Organizer Non- Food Permit (31-75 units)	\$110	\$146	93 & 49
Special Event Organizer Non-Food Permit (76+ units)	\$110	\$220	93 & 50
Special Event Food Service Permit – Low Risk	\$73	\$37	94 & 51
Special Event Food Service Permit – High Risk	\$73	\$73	95 & 52
Special Event Non-Food Permit- Charitable Organization	0		96
Special Event Food Permit- Charitable Organization	0		97
Special Food Vendor License	\$220		47