PRIVATE PROPERTY/FLEA MARKET VENDOR INFORMATION SHEET
NOTE: THIS INFORMATION SHEET MUST ACCOMPANY APPLICATION!

Application
Please write legibly in BLACK ink or type information. Answer all questions appropriately and in detail. Applications must be signed, dated, and notarized.

Identification
Each applicant will be required to present a current, valid state issued identification with their picture. Acceptable forms of identification will be: (a) State issued drivers license, (b) State issued ID card, (c) Military ID, or (d) Passport. Non-U.S. citizens must present a Resident Alien Card or a U.S. Social Security Card giving them permission to work in the United States.

Business License
A City of Atlanta general business license is required after obtaining a vending permit. This license can be obtained from Atlanta City Hall located at 55 Trinity Avenue. Call 404-330-6270 for additional information.
*NOTE: No existing business license for any other business may be used.

Zoning Letter
This letter must be completed and presented to the Bureau of Building, Zoning Division located at City Hall, 55 Trinity Avenue, 3rd floor for review and approval before application can be accepted and processed.

Federal Tax ID Number
A hard copy of the applicants Federal Tax ID Number is required if the applicant has or plans to employ individuals to assist with vending. The Federal Tax ID Number can be obtained from the Summit building located at 401 W. Peachtree Street. A Federal Tax ID Number application stamped “Received” must be presented as proof that the applicant applied for a Federal Tax ID Number. The Employer ID Number (EIN) can be obtained by visiting: http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Employer-ID-Numbers-(EINs)

State Retail ID Number
The State Department of Revenue requires all businesses to obtain a state identification number. This number can be obtained at the Georgia Department of Revenue located at 1800 Century center Blvd. N.E. or by visiting: https://etax.dor.ga.gov/ Applications for the State Retail ID Number can be faxed to (404)-417-6629. A hardcopy of the State Retail ID Number is required. For more information dial 1-877-423-6711.
Health Permit

This form must be presented to the Fulton County Health Department located at 99 Jesse Hill Jr. Drive S.E. for review and approval.

Valid Permission Letter

Applicants must submit a valid, notarized permission letter. This must be completed and taken to Zoning; Atlanta City Hall located at 55 Trinity Avenue (404-330-6000) Zoning will not approve the location without a completed permission letter.

*NOTE: The permission letter in only valid for one year.

Reference Letters

Two (2) character reference letters must be submitted with application. All letters must be typed or written in black ink. Letters must also include the name, address and telephone number of person providing reference.

Assistant Vendors

Must complete an Assistant Vendor application and pay required fees.

Recorded Materials

An original signed letter from the recording owners authorizing the sale of recorded materials is required if the vendor wishes to sell any type of copy written recorded materials whether in whole or a part of the reproduction.

Site Plan

A visual depiction of the vending site displaying the following: (a) Exact location of the vending operation on the property, (b) Length, width, and height of the vending stand, (c) Location of all on-site parking spaces which serves the property, (d) Location of any power sources which will be used.

The site plan will be filed along with each application.

Property Inspection

Upon approval of the vending permit, a vending officer will inspect the vending location. To make an appointment to have an vending officer inspect the vending location call the License & Permits Office at 404-546-4470.

Fees/Renewal Fees

Payment for fees will be accepted only in the form of a cashier’s check or money order. All application fees are non-refundable. The following money orders will NOT be accepted: Fidelity Express, United One, and US Express. Funds must be on separate money orders/cashier’s checks in the amounts listed.

<table>
<thead>
<tr>
<th></th>
<th>Primary Vendor</th>
<th>Assistant Vendor</th>
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<tbody>
<tr>
<td>Fingerprint</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Application</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Merchandise</td>
<td>$75.00</td>
<td>$15.00</td>
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<tr>
<td>Food</td>
<td>$75.00</td>
<td></td>
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<tr>
<td>Combination</td>
<td>$125.00</td>
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<tr>
<td>Flea Market</td>
<td>$50.00</td>
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<tr>
<td>Flea Market</td>
<td>$50.00</td>
<td>$15.00</td>
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</table>
Your business license, vending permit, and property permission letter must be in your possession while vending. For rules and regulations pertaining to Private Property Vending, a certified copy of the City Ordinance can be obtained from the Clerk of Council located at 55 Trinity Avenue, 3rd floor (404-330-6032).

The aforementioned instructions have been explained to me and I understand the requirements to obtain a Private Property Vendor permit.

______________________________  __________________________
Signature                             Date
APPLICATION FOR PRIVATE PROPERTY/FLEA MARKET VENDING

1. Vending Type: □ Primary □ Assistant □ Merchandise □ Food □ Combination □ Combination

2. Full name: __________________________________________________________________________
   Last                                                First                                           Middle
   Driver’s License Number: ______________________ DL State: ___ Race: ______ Sex: _____
   Height: _____ Weight: ______ Hair Color: _______ Eye Color: ______
   Social Security Number: __________________________
   United Stated Citizen: □ Yes □ No INS Number: ________________________________
   Place of Birth: ________________________________________________________________
      City                                               State
   Telephone Number: Home ___________________ Cellular __________________

3. List residential address for the last five years, beginning with the current address.

   1
   2
   3
   4
   5
4. Have you been charged or convicted of any violation of the law? □ YES □ NO
   Check all that apply:
   □ Federal □ Foreign Country □ State Law □ City Ordinance
   If YES, provide information below:

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<tr>
<th>YEAR</th>
<th>OFFENSE</th>
<th>DISPOSITION</th>
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5. Business Name: __________________________________________________________
   General Business License Number: ________________________________________
   State Retail Number: _________________ Federal Tax Number: _______________
   List of items or services to be sold:
   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________
   Recorded Materials: _____________ Issued Date: ___________ Expiration Date __________

OFFICIAL OFFICE USE ONLY

INVESTIGATOR/INSPECTOR: _____________________ DATE RECEIVED: ______________

APPLICATION STATUS: □ APPROVED □ DENIED DATE: ______________________________

Date Revised: 07/03/2013
PLEASE READ CAREFULLY

I, _____________________________________, BEING DULY SWORN ACCORDING TO LAW, SO SWEAR/AFFIRM THAT THE FACTS AND THINGS STATED BY ME IN THE FOREGOING ANSWERS TO QUESTIONS ARE TRUE AND NO FALSE OR FRAUDULENT STATEMENTS ARE MADE HEREIN. I HEREBY AUTHORIZE THE ATLANTA POLICE DEPARTMENT, LICENSE AND PERMITS UNIT TO RECEIVE ANY CRIMINAL HISTORY RECORD INFORMATION PERTAINING TO ME WHICH MAY BE IN FILES OF ANY STATE OR LOCAL CRIMINAL JUSTICE AGENCY. I ALSO STATE THAT I CAN ACCESS WEBSITE WWW.ATLANTAGA.GOV OR GO TO ATLANTA CITY HALL, 55 TRINITY AVENUE TO PICK UP A COPY OF THE CITY ORDINANCE GOVERNING PRIVATE PROPERTY VENDING. IN ADDITION, I FULLY UNDERSTAND THE PROCEDURE FOR OBTAINING AND MAINTAINING A VENDORS PERMIT WHICH HAS BEEN EXPLAINED TO ME.

____________________________________________
APPLICANT’S SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME THIS _______ DAY OF _______________,
20______.

______________________________  ____________________________
NOTARY PUBLIC                  COMMISSION EXPIRES

Date Revised: 07/03/2013
NOTICE TO APPLICANT

Applicants submitting to vend food items within the City of Atlanta must present this form to the Fulton County Department of Health Services located at 99 Jesse Hill Jr. Drive, S. E., Atlanta, GA 30303 for review and approval before the application will be accepted.

| Applicant’s Name: | _____________________________________________ |
| Vending Location 1: | ___________________________________________ |
| Additional Vending Location 2: | ___________________________________________ |
| Additional Vending Location 3: | ___________________________________________ |
| Means of Vending: | ☐ Rolling Store ☐ Stand |
| Food Type: | ☐ Produce ☐ Ice Cream ☐ Pre-packaged Foods ☐ Cooked Food ☐ Other |

Please List Items:

<p>| | |</p>
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I certify that this information is correct and I agree to sell only the food items I have listed on this form.

_________________________________________  ______________________
Applicants Signature                  Date

DO NOT WRITE BELOW THIS LINE – (OFFICE USE ONLY)

| Permit Needed: | ☐ Yes ☐ No |
| Risk Type: | ☐ I ☐ II ☐ III |
| Remarks: | ____________________________ |

| Fulton County Health and Wellness Representative | Date |

Date Revised: 07/03/2013
Private Property Permission Letter

Date: ________________________

To the License and Permits Office:
This is to certify I, _______________________________, am the legal/representative of the property located at ___________________________________________________________________ and have authority to enter into an agreement with ___________________________________ and hereby grant permission for him/her to sell food/merchandise at this location for a period of ________ months, beginning __________________ and ending on ______________________.

_______________________________________
NAME
____________________________________________________________________________________
ADDRESS
_________________________________________________________________________________
CITY                                     STATE                                              ZIP CODE

______________________________
TELEPHONE NUMBER

______________________________
Property Owner’s Signature

Sworn to and subscribed before me this _________________ day of _________________ 20____.

______________________________
NOTARY PUBLIC

______________________________
COMMISSION EXPIRES
NOTICE TO APPLICANT

Zoned _____________________ Applicants requesting to vend within the City of Atlanta must complete and present this letter to the Bureau of Buildings Zoning Division, located at City Hall, 55 Trinity Avenue on the 3rd floor for review and approval before the application will be accepted.

Application Date: ________________

TO: Zoning Inspectors

_________________________________ proposes to vend at

Name of Applicant (Please Print)

_________________________________

Location of Business City State Zip Code

The applicant affirms that this location requested for approval is not a vacant lot.

_________________________________

Signature of Applicant

_____ Approved Vending Location

_____ Disapproved Vending Location

__________________________________

Signature of Inspector Date

Kasim Reed
Mayor
3493 Donald Lee Hollowell Parkway
Atlanta, Georgia 30331
(404) 546-4470

Atlanta Police Department
George N. Turner
Chief of Police
O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) [type of public benefit], as referenced in O.C.G.A. § 50-36-1, from [name of government entity], the undersigned applicant verifies one of the following with respect to my application for a public benefit:

1) _____ I am a United States citizen.

2) _____ I am a legal permanent resident of the United States.

3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: ________________.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as: ____________________________________________________________.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in ________________ (city), ________________ (state)

____________________________
Signature of Applicant

____________________________
Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF __________________, 20___

____________________________
NOTARY PUBLIC
My Commission Expires:
Private Employer Affidavit Pursuant to O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, as an applicant for a(n) ____________________ [business license, occupational tax certificate, or other document required to operate a business] as referenced in O.C.G.A. § 36-60-6(d), from the Atlanta Police License & Permits Unit, [name of county or municipal corporation], the undersigned applicant representing the private employer known as ____________________ [printed name of private employer] verifies one of the following with respect to my application for the above mentioned document:

   (a) _____ On January 1st of the below signed year the individual, firm, or corporation employed five hundred (500) or more employees.
   (b) _____ On January 1st of the below signed year the individual, firm, or corporation employed less than five hundred (500) employees.
   If the employer selected 1(a) please fill out Section 4 below.

2. Fill out this section between July 1, 2012, and June 30, 2013.
   (a) _____ On January 1st of the below signed year the individual, firm, or corporation employed one hundred (100) or more employees.
   (b) _____ On January 1st of the below signed year the individual, firm, or corporation employed less than one hundred (100) employees.
   If the employer selected 2(a) please fill out Section 4 below.

3. Fill out this section on or after July 1, 2013.
   (a)_____ On January 1st of the below signed year the individual, firm, or corporation employed more than ten (10) employees.
   (b)______ On January 1st of the below signed year the individual, firm, or corporation employed less than ten (10) employees.
   If the employer selected 3(a) please fill out Section 4 below.

4. The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6(a). The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as listed below:

   __________________________________________
   Federal Work Authorization User Identification Number

   __________________________________________
   Date of Authorization

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties allowed by such statute.

Executed on the ___ date of ____________, 201___ in _______________ (city), _______________ (state)

___________________________________
Signature of Authorized Officer or Agent

___________________________________
Printed Name of and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF __________________, 201___

___________________________________
NOTARY PUBLIC

My Commission Expires:

Date Revised: 07/03/2013