



# FOOD TRUCK ADMINISTRATIVE USE PERMIT

Planning and Community Services  
5440 Fulton Industrial Blvd  
Atlanta, GA 30336  
404-612-7800  
www.fultonecd.org

Administrative Permit No. \_\_\_\_\_  
Building Permit No. (when applicable) \_\_\_\_\_  
FEE EXEMPT; FEE REQUIRED (see below)

**Definition: A Food Truck is a mobile, fully self-contained unit with valid State of Georgia registration that sells only food and/or beverages (non-alcoholic) and 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 fee / per permitted site**

**\*\*An Additional \$25 processing fee will be accessed for all permits\*\***

Effective Date: \_\_\_\_\_ Expiration Date (valid for 1 (one) year): \_\_\_\_\_

### Site/Project Information

Site Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Property Owner's Information

Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone#: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax#: \_\_\_\_\_

### Food Truck Vendor/Operator Information

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ 24hr #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax#: \_\_\_\_\_  
Business License No#: \_\_\_\_\_ Country or City where issued: \_\_\_\_\_

Trust Account No. \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

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

### Applicant's Certification, Affidavit and Signature

**Business Name:** \_\_\_\_\_

Summary of products to be sold:

**I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the Planning and Community Services Department.** Further, Applicant states, under oath, that in attaching a signature hereupon the Applicant does swear that for a Food Truck Permit, a comprehensive survey of the vicinity of the property whereupon the food truck will be parked was conducted by the Applicant and notarized permission has been acquired from 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 the same location.

### APPLICANT'S SIGNATURE:

Sworn and Attested before me this \_\_\_ day of \_\_\_\_\_, **201**\_\_\_\_, \_\_\_\_\_ Notary Public  
(Seal)

**Food Truck Admin. Permit Number:** \_\_\_\_\_

**CHECK LIST INSTRUCTIONS FOR STAFF**

***Only specifically appointed staff can issue this type of permit and 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 (See attached).

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 property 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

For Food Trucks, Health Department approval is required (Food Permit # \_\_\_\_\_). (**See attached**).

Food Truck is located a minimum of 200-feet from any eating establishment or 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, curb-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 Article 18, Fulton County Zoning Resolution**)

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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**INSTRUCTIONS 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 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 shall be 6:00 a.m. to 8:00 p.m. Sunday through Thursday and 6:00 a.m. to 10:00 p.m. Friday through Saturday.

Food Trucks shall not emit sounds, outcry, speaker, amplifier or announcements while traveling on the public right-of-way or when stationary.

Food Trucks shall maintain all 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 Fulton County Zoning Resolution.

Any condition of zoning or provision of the Fulton County 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 operation. Food Trucks shall 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 telephone booth, mail box, parking meter, fire alarm box, fire hydrant, traffic control box, driveways and other access points.

Food Trucks must have an adequate supply of fresh water (through the means of an on-truck fresh water tank) to maintain the operation of the food service in a safe and sanitary manner.



## PROPERTY OWNER'S AFFIDAVIT FOOD TRUCK ADMINISTRATIVE USE PERMIT

This form must be completed in its entirety to obtain these purposes.

Pursuant to the Fulton County 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 owner of the property 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 Fulton County Zoning Resolution, for the 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 THE REQUIREMENTS FOR THIS PERMIT HAVE BEEN MET BY 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 \_\_\_\_\_ (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, a telephone booth, mail box, parking meter, fire alarm box, fire hydrant, traffic control box, driveways and other access points.

### TYPE OR PRINT

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_

24-HOUR CONTACT PHONE NUMBER: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_

Sworn and Attested before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public

(Seal)



Food Truck Administrative Permit No. \_\_\_\_\_

Parcel Identification No. \_\_\_\_\_

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 Fulton County 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 the retail store, \_\_\_\_\_, that sells food do grant permission to \_\_\_\_\_ (Food Truck Vendor//Operator) to conduct business as \_\_\_\_\_ (Name of Business)

**TYPE OR PRINT**

**Name of Lease Holder/Property Owner:**

\_\_\_\_\_

**Address:** \_\_\_\_\_ **City :** \_\_\_\_\_ **State :** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**24-HOUR CONTACT PHONE NUMBER:** \_\_\_\_\_

**Lease Holder/property Owner Signature:** \_\_\_\_\_

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

\_\_\_\_\_  
(Seal) Notary Public

**2012 -0001 SFC**

**PETITION TO AMEND  
THE FULTON COUNTY ZONING RESOLUTION**

- Part 1. ARTICLE 3. DEFINITIONS: FOOD TRUCK, ARTICLE 19.3.3(1) ADMINISTRATIVE USE PERMIT FOR FOOD TRUCK**
- Part 2. ARTICLE 3. DEFINITIONS: RESTAURANT**
- Part 3. ARTICLE 4.11. RETAINING WALLS**
- Part 4. ARTICLE 12D.5. OLD NATIONAL HIGHWAY OVERLAY DISTRICT, STREETScape STANDARDS: LIGHT FIXTURE**
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**FOOD TRUCK** (Amended 05/16/12)

As applicable, Food Trucks are subject to the requirements of other Fulton County Departments, such as Health and Wellness, Tax Assessors, etc.

A. **Required Districts:** O-I, MX, C-1, C-2, M-1A, M1, M-2.

B. **Standards:**

1. Food Trucks shall not conduct business or operate under this Article in the public right-of-way.
2. The allowable dimensions of a Food Truck (including all attachments, except hinged canopies that open to reveal food serving areas) shall be up to 18.5 feet long, 10.5 feet tall, and 8 feet wide.
3. The Food Truck use permit shall be valid for a period of 1-year after issuance and applicable to the approved site only.
4. The Food Truck use permit shall be limited to no more than 4 days per week (Monday-Sunday) at the approved site..
5. The hours of operation for Food Trucks shall be 6:00 a.m to 8:00 p.m., Sunday through Thursday and 6:00 a.m. to 10:00 p.m., Friday through Saturday.
6. Food Trucks shall not operate on any private property without the prior consent of the property owner(s). The applicant shall provide a notarized written permission statement of the property owner(s) as they appear on the current tax records of Fulton County as retrieved by the County's Geographic Information System (GIS). If the current ownership has recently changed and does not match the GIS record the applicant may provide a copy of the new deed as proof of ownership. A 24-hour contact number of the property owner(s) shall be provided along with permit application.
7. All Food Trucks shall be located a minimum of 200 feet from any eating establishment and 100 feet from any retail store that sell food unless both the property owner(s) (as they appear on the current tax records of Fulton County as retrieved by the County's Geographic Information System (GIS) or if the current ownership has recently changed and does not match the GIS record the applicant may provide a copy of the new deed as proof of ownership) and lease holder(s) of said eating establishment/retail store grant written notarized

permission for the Food Truck to be located closer than this minimum setback.

8. Food Truck vendors shall not be located within 25 feet of any right-of-way, entryway, curb-cut or driveway.
9. Food Trucks shall provide a minimum of 6 parking spaces adjacent to the vending area for the exclusive use of the Food Truck and shall not occupy the minimum required parking spaces for any other use on site.
10. Food Trucks shall be required to park on all-weather surfaces.
11. After hours parking of the Food Truck shall comply with Article 18.3, acceptable locations for off street parking, of the Fulton County Zoning Resolution.
12. Two copies of a drawing, no larger in size than 11" x 17", with dimensions (distances in feet) of the Food Truck's location from the site's property lines and other minimum distance requirements as specified by this Article shall be submitted to the Department of Planning and Community Services for approval. Said drawing shall also depict north arrow, parking area, table/chair/canopy areas as applicable, curb-cuts and traffic patterns.
13. Food Trucks shall not emit sounds, outcry, speaker, amplifier or announcements while traveling on the public right-of-way or when stationary.
14. Food Trucks shall maintain all 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.
15. The permit under which a Food Truck is operating shall be firmly attached and visible on the Food Truck at all times.
16. Any condition of zoning or provision of the Fulton County Zoning Resolution that prohibits a Food Truck use on a property shall supersede this Article.
17. 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.
18. Food Trucks are responsible for the proper disposal of waste and trash associated with the operation. Food Trucks shall 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.

19. Food Trucks must have an adequate supply of fresh water (through the means of an on-truck fresh water tank) to maintain the operation of the food service in a safe and sanitary manner.