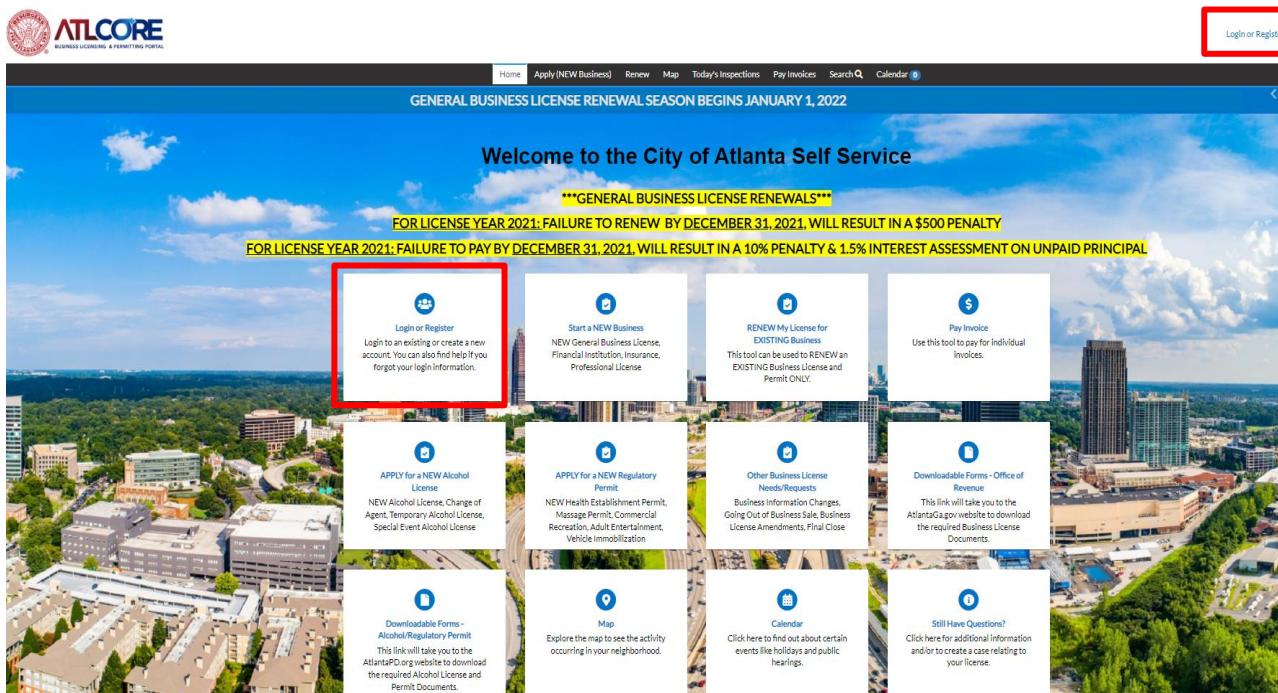


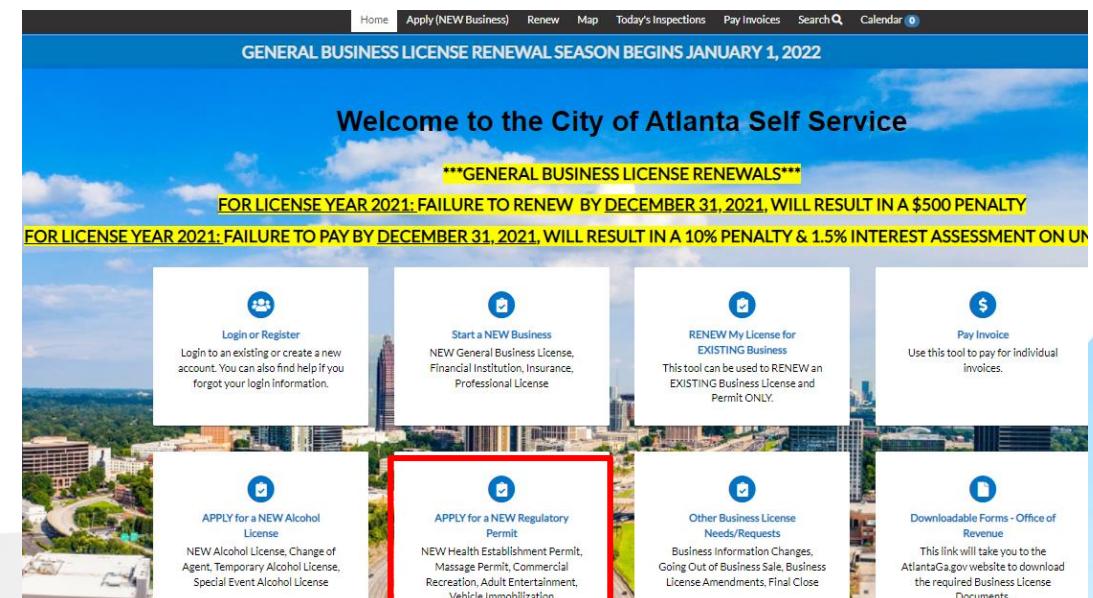
HOW TO SUBMIT A PUBLIC VENDING PERMIT APPLICATION

For Technical and Non-Technical Issues
Contact ATL311.com or **404-546-0311** to create a case.

NEW APPLICATION SUBMISSION - PUBLIC VENDING PERMIT



1. To log in, click **Login or Register** (if you do not currently have an account) from top left tile of the home page or top right corner of the page.



2. To apply, click **APPLY** for a New Regulatory Permit from the second-row tiles of the home page .

NEW APPLICATION SUBMISSION - PUBLIC VENDING PERMIT– (cont'd)

The screenshot shows a software interface titled "Application Assistant". A red box highlights the search bar where the word "vending" has been typed. To the right of the search bar is a blue "Search" icon. Below the search bar are four filter buttons: "All" (selected), "Trending", "My History", "Licenses", and "Permits". A "Show Categories" link is located above the first application entry. Three application entries are listed:

- Mobile Food Truck**
Category Name: Business Regulatory Permit
Description: Vending License - Mobile Food Truck
Apply button
- Private Vending**
Category Name: Business Regulatory Permit
Description: Private Owned Commercial Property
Apply button
- Public Vending Permit**
Category Name: Business Regulatory Permit
Description: Carts, Kiosk, Food Trucks
Apply button

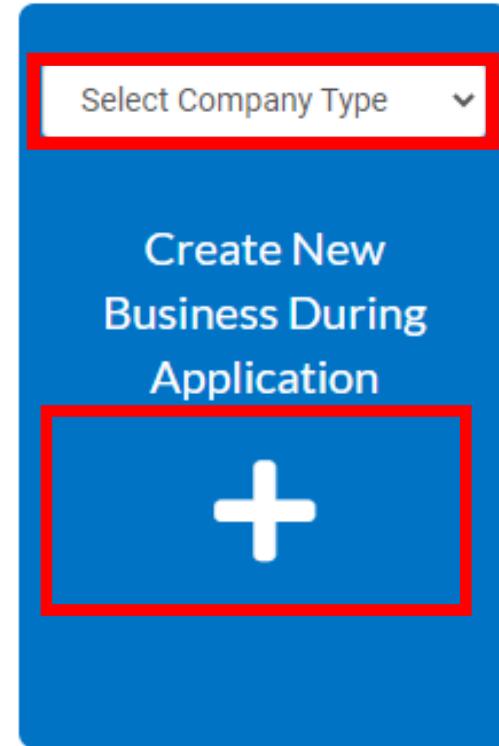
1. Options to search for the license type you are applying for:
 - a) Type the name of the application into the Application Assistant Search Bar and click the **Search Icon** or press **Enter** on your keyboard.
 - b) Use the four tiles below the search bar to narrow your search based on the available options: See **All**, **Trending**, **Licenses Only**, **Permits Only**.

2. Select your desired application from the list of available applications.

3. Click **Apply** to begin the application process.

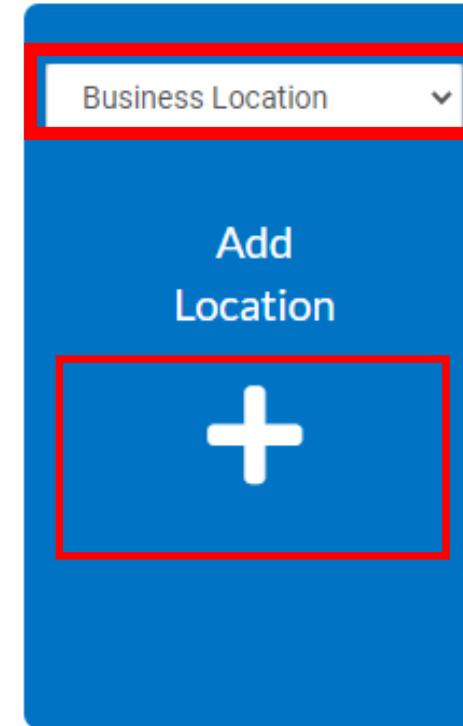
NEW APPLICATION SUBMISSION - PUBLIC VENDING PERMIT– (cont'd)

Select or create the business for this application



4. Select the **Company Type** from the dropdown menu, then click the **Blue Icon to Create New Business** which serves as the business profile for this application.

LOCATIONS



5. Select the type of location you are adding from the dropdown menu, then click the **Blue Icon to Add Location**.

A new window will open for you to enter your address details.

After saving your address details, click **Next**.

Note: Your mailing address is required.

NEW APPLICATION SUBMISSION - PUBLIC VENDING PERMIT– (cont'd)

6. There are two different methods for adding an address to your business account: You can search our GIS records for an address, or you can enter the address manually.

Searching for an Address

1. Make sure **Address** is selected and shown in blue, as the image to the right.
2. Enter the address in the search bar and click the search icon or press **Enter** on your keyboard.
3. Returned results will be displayed below the search bar.

The screenshot shows a user interface for adding a location. At the top, there are two tabs: 'Address' (which is highlighted with a red box) and 'Parcel'. Below the tabs, there is a dropdown menu labeled 'Add Address As' with the option 'Business Location' selected. At the bottom of the interface, there is a search bar with the word 'Search' and a magnifying glass icon.

Manually Adding an Address

1. Make sure **Address** is selected and shown in blue, as the image to the right.
2. Click **Enter Manually** and complete the address fields. Save your address to proceed.

Note: **Enter Address** field is another field used to search for an address. Skip this field when adding an address manually.

NEW APPLICATION SUBMISSION - PUBLIC VENDING PERMIT– (cont'd)

7. Provide all necessary **Business Details** for your company.

NOTE:

DBA is the same as **Trade Name**

TIN is your **Federal Tax ID** from the IRS.

Tax ID is your **State Tax ID** from the State of GA.

Select one of the **NAICS** codes listed for your **Industry Classification** selection.

Description should include the description of the operations in which the license will be used to support.

BUSINESS DETAILS

INDUSTRY CLASSIFICATIONS:

- 722330 - [Mobile Food Services](#)
- 454390 - [Other Direct Selling Establishments](#)

* Company Type

Sole Proprietorship

* Company Name

Business Description

DBA

* Location

* Industry Classification(s)

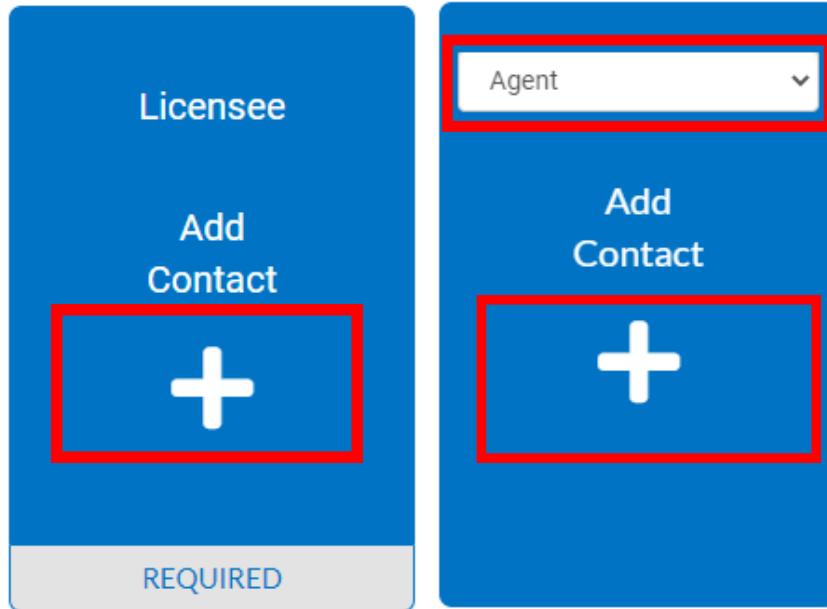
[Select Industry Classification](#)

LICENSE DETAILS

* License Type

Description

NEW APPLICATION SUBMISSION - PUBLIC VENDING PERMIT– (cont'd)



8. Depending on the type of application you are submitting; one or more contacts may be required. You can use a contact more than one time.

Select the contact type from the dropdown menu, then click the **Blue Icon to Add Contact**.

Add Contact

Add Contact As : Licensee

Search Enter Manually My Favorites

Search Q

9. Add a Contact by Entering a Name, Email, or Company in the **Search Bar** or click **Enter Manually** to enter the contact details manually.

NEW APPLICATION SUBMISSION - PUBLIC VENDING PERMIT– (cont'd)

10. Complete the **More Information** section of the application.

a. Applicant Information

- a. Click the blue +Add Row button.
- b. Enter Full Name, Home Street Address, City, State, Zip Code, Business phone, Home Phone and Full Social Security Number.
- c. Enter Height, Weight, Date of Birth and Email Address.

MORE INFO

Application is hereby made for a revocable permit to vend in within the City of Atlanta in accordance with Chapter 30, Article XXIII (23) of the Code of the City of Atlanta.

Applicant Information

[Next Section](#) | [Top](#) | [Main Menu](#)

Applicant Information - Public Vendor Details						
+ Add Row						
	Full Name	Home Street Address	City	State	Zip Code	Business Phone

Height

Weight

*Date of Birth 

Date of Birth is required.

Email Address

NEW APPLICATION SUBMISSION - PUBLIC VENDING PERMIT– (cont'd)

11. Complete the License Application section.

- a. Choose the Permit Requested from the drop-down list. (Kiosk, Cart, Motor Vehicle/Ice Cream Truck, Food Truck)
- b. Have you previously held a City Public Right-of-Way Vending Permit? Select (Yes or No) from the drop-down list.
- c. If yes, list address of prior vending location.
- d. Enter SSN/EIN number.
- e. Enter State of GA Sales Tax Number.
- f. Enter Description of Goods and Services.

License Application

[Previous Section](#)

Permit Requested

Have you previously held a City Public Right-of-Way Vending Permit?

If yes, list address of prior vending location

SSN/EIN

State of GA Sales Tax#

Description of Goods and Services:

NEW APPLICATION SUBMISSION - PUBLIC VENDING PERMIT– (cont'd)

12.

- a. Provide Proposed Vending Times Details.
Click blue +Add Row button to enter times.
- b. Enter Vending location number.
- c. enter Location Address.
- d. Enter Public Vending Locations
(only Carts and Kiosks)

Proposed Vending Times Details

At least one row of information is required. Click +Add Row to begin.

+ Add Row

Week Day	Start Time (AM-PM)	End Time (AM-PM)
----------	--------------------	------------------

Business License Number

Vending Location

Location #

Location Address

Public Vending Locations (only Carts and Kiosks)

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

NEW APPLICATION SUBMISSION - PUBLIC VENDING PERMIT– (cont'd)

13. Complete the Acknowledgement section.
14. Next.

Acknowledgement

[Previous Section](#) | [Top](#) | [Main Menu](#)

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

Initials

By initialing here, I am certifying that I have read the City of Atlanta requirements pertaining to point-of-sale systems and confirm that my vending business will employ such a system at all times.

Initials

I shall indemnify and hold the City of Atlanta, 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 actions 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

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

NEW APPLICATION SUBMISSION - PUBLIC VENDING PERMIT– (cont'd)

15. Upload/Drag and Drop the **Required Attachments** on the next screen. You will not be able to proceed without providing the required documents.

Valid Gov't Issued Photo ID
Add Attachment

Select Type

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...

REQUIRED

Attachments

The following attachments should be uploaded and are required based on application type:

- Futon County Health Permit (Food Trucks or Food Carts)
- Department of Agriculture Permit/Letter (Selling pre-packaged goods or produce)
- Certificate of Exemption (Disabled Veterans)
- Location Verification form/Award Letter (Lottery Participants)
- Drawings & Site Plan (Cart Vendors Only)
- Business License Renewal Confirmation (Renewing customers)
- Photo of Motor Vehicle (Food Trucks / Ice Cream Trucks)

Back

Create Template

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NEW APPLICATION SUBMISSION - PUBLIC VENDING PERMIT– (cont'd)

16. Complete the Signature section.
17. Type your name as consent to electronically sign this application.
18. Slide the button to enable Type Signature.
19. Type Name in box.

SIGNATURE

I shall indemnify and hold the City of Atlanta, 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 actions 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.

* Please type your name as consent to electronically sign this application.

Enable Type Signature Freddie Mertz

Freddie Mertz
December, 28 2021



Back Create Template Save Draft Next

NEW APPLICATION SUBMISSION - PUBLIC VENDING PERMIT– (cont'd)

20. Review all application details prior to clicking **Submit** to submit your application.

Apply for License - Public Vending Permit *REQUIRED

7

Locations Type Contacts More Info Attachments Signature Review and Submit

Your application was successfully submitted!

Thank you! Your application has been submitted and will be reviewed by a representative. Please note that required fees must be paid before the processing and/or issuance of a license. No further changes can be made upon submission. If you have any questions or concerns, please contact ATL311 (#311 or 404-546-0311) for assistance.

[Continue to license](#)

21. A confirmation message will appear with a link to your **Pending License**.

Click **Continue to License** to proceed.

NEW APPLICATION SUBMISSION - PUBLIC VENDING PERMIT– (cont'd)

Open Invoice INV-00006297 ➔ Inbox x

[noreply@atlantaga.gov](#)

to me ▾

Hello, An invoice has been created in reference to business you are conducting with us. Your invoice is attached.

The ATL CORE Site

Thank you,

The City of Atlanta



NOTE: You will also receive an automated email with a copy of your invoice.

NEW APPLICATION SUBMISSION - PUBLIC VENDING PERMIT– (cont'd)

License Number: VEN-1221-08800

- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Type: [Public Vending Permit](#) District: Applied Date: 12/28/2021

Account Number: Issued By: Administrator, System Period Start Date:

Status: Submitted - Online Expiration Date:

Description: tee shirts

[Business](#) [Locations](#) [Fees](#) [Inspections](#) [Attachments](#) [Contacts](#) [Classifications](#) [More Info](#)

[Business](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Business

Company Name: Freddie Tee Shirt Cart DBA: Open Date:

Company Type: Sole Proprietorship Status: Submitted Closed Date:

District: Last Audit Date:

Location: Commercial

Description: Cart uses for selling Tee Shirts

22. Your **License Number** will appear in the top left corner.

23. The **status** of your application is in the blue shaded section.

24. Click Add to Cart if payment is required.

MULTI-YEAR – NEW GENERAL BUSINESS LICENSE SUBMISSION – (cont'd)

Shopping Cart

Invoice: INV-00006297
Due Date: 05/05/2021

Case Number	Project	Case Address	Amount Due
GBL-0421-01780		11 Joseph Lowery BLVD Atlanta GA 30303	\$125.00

Total \$125.00

Check Out

\$125.00

Remove

[Top](#) | [Main Menu](#)

25. Once you are ready to enter your payment details, click **Check Out** to proceed to the payment screen.

26. Enter your payment information to complete your transaction.

Once your payment is received, your license application can be processed.

Monday, April 5, 2021

Total \$125.00

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00006297	GBL-0421-01780	1	\$125.00	\$125.00
			Item Total:	\$125.00
			Order Total:	\$125.00

Payment Details

*all fields are required

Cardholder Name	Billing Street	Billing Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Type	Card Number	Expiration Date
<input type="text"/> Select one...	<input type="text"/>	<input type="text"/> Month... <input type="text"/> Year...