

Food Truck Name:



Community Development Dept.
4488 Pineview Drive
Powder Springs, GA 30127
commdev@cityofpowdersprings.org
770-943-1666

Food Truck Permit Application

Occupational Tax Certificate (Business License). Operators are required to register with the City of Powder Springs. Occupational Tax Certificates expire at the end of the calendar year and require annual renewal.

Food Truck Permit Application. A Food Truck Application is required for each location of operation to ensure compliance with Zoning Regulations. Once permitted, operators may return to approved locations without submitting a new permit request.

Health Department License. The operator of a food truck shall make application for a license or permit as may be required to the Cobb County Health Department. Documentation Required.

Valid Motor Vehicle Tag. A valid tag from the State Division of Motor Vehicles is required. Documentation Required.

Property Owner Written Approval. Food truck operators shall obtain the signed approval of the property owner for each location at which the food truck operates. Documentation Required.

Site Plan: A site plan of the lot on which the food truck is located is required. **Must include distances** to the following: sidewalk, fire hydrant, utility box, handicap ramp, building entrance, per UDC Sec 4-145 distance requirements. Documentation Required.

Unified Development Code. Food Truck operators must read, understand, and adhere to all special use provisions outlined in Article 4 Section 145 of the [Powder Springs Unified Development Code](#). Hard Copy Attached.

Zoning Permit. The City's Zoning Administrator will review zoning and distance requirements at the proposed site and issue a Zoning Permit if all conditions are met. A Zoning Permit is required. **No more than 2 food truck may operate simultaneously on a lot.**

Food Service Rules. Food trucks shall operate in accordance with the State of Georgia's Rules and Regulations Food Service – Chapter 290-5-14, Manual for Design, Installation and Construction, Section U - Special Food Service Operations.

Applicant Information

Owner Name	Business Registered Name
DMV License Number	Business Registered Address
Email Address	Phone

Food Truck Site Information

Dates & Hours of Operation <small>MAX 6 CONSECUTIVE HOUR PER DAY</small>	Event Name / Host
Location Address	Property Owner Name
Location Current Use	Location Current Zoning

Specify Distance to: Sidewalk Fire Hydrant Utility Box Handicap Ramp Building Entrance School Park
(Where Applicable)

FOOD TRUCK PERMIT FEE: \$103.00 (Provided Annual Gross Revenue Generated in Powder Springs is Less Than \$100,000.00 Per Year)

I hereby certify that the foregoing is true and correct.

I hereby certify that I currently hold a valid City of Powder Springs Business License, Cobb County Health Department Permit, State DMV Tag, and have the signed and dated written approval of the property owner where the food truck will operate.

I hereby certify that I have read, understand clearly, and will adhere to all special use provisions outlined in Article 4 Section 145 of the Powder Springs Unified Development Code. All provisions of laws and ordinances governing the operation of Food Trucks in Powder Springs will be complied with whether specified herein or not. Granting of a permit is at the discretion of the Community Development Director, and Zoning Administrator who must approve the issuance and may deny or revoke issuance if conditions are not met.

_____	_____	_____
Food Truck Owner Signature	Printed Name	Date

Food Truck Name:



Occupational Tax Certificate

Food Truck Application Form

Business Information

Business Name		Business Address <small>Powder Springs, GA</small>	
Mailing Address	EIN	State Professional License	
Business Phone		Business Email	
Date of Incorporation	Date of Opening in Powder Springs	Number of Employees	Estimated Annual Gross Revenue
Ownership Type	<input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Owner <input type="checkbox"/> Non-Profit	Home Based? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Owner's Name		Owner's Address	
Owner's Phone		Owner's Email	

Business License Fee

License Fee from schedule	\$ _____	For City of Powder Springs Use Only	
Administrative Fee	\$ 18.00		
Total Amount Due	\$ _____		
<small>Make check payable to: The City of Powder Springs</small>		Fee Received By	_____
		Payment Type	_____
		Date Received	_____

Signature

I certify that facts by me are true and correct. I understand any misrepresentation is grounds for automatic dismissal of this application and or revocation of this license and fines. I understand that all signs displayed on the premises must be approved and permitted by the City of Powder Springs. I also understand that my business must operate in compliance with all applicable state, federal and local laws, ordinances, and regulations. The granting of this license or payment of this occupational tax does not waive the rights of any federal, or local entity to regulate and enforce such laws, ordinances, and regulations. In addition, I understand that my business location must conform to all zoning rules and regulations including Section 4-170 of the Unified Development Code of the City of Powder Springs if my business is a home-based business.

_____	_____	_____
Signature of Taxpayer or Authorized Agent	Printed Name	Date

State of Georgia, County of Cobb.

This instrument was acknowledged before me this _____ day of _____ month.

20 _____, by _____ name of signer. Identification Presented: _____.

_____	_____	_____
Signature of Notary Public	Name of Notary Public	My Commission Expires

NOTARY STAMP



Occupational Tax Certificate Food Truck Affidavit Forms

Affidavit Verifying Status of Benefit Applicant Pursuant to O.C.G.A 50-36-1

Effective July 1, 2007, every agency providing public benefits through any local program is responsible for determining the immigration status of citizen applicants. By executing this affidavit under oath, as an applicant for a City of Powder Springs Business License benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a license or permit or benefit:

- I am a United States citizen 18 years of age or older; **OR**
- I am a legal permanent resident of the United States 18 years of age or older; or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. **AND**
- I provided at least one secure and verifiable document, required by O.C.G.A 50-36-1(e)(1) with this affidavit. O.C.G.A. Section 50-36-1(e)(2) requires that aliens and legal permanent residents provide their alien registration number. My alien number issued by the U.S. Department of Homeland Security or other federal immigration agency: _____. The secure and verifiable document provided: _____.

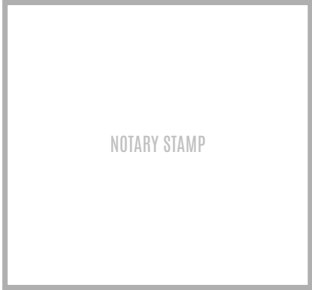
In making the above representation under oath, I understand that any person who knowingly and willfully makes a false representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Executed in _____ (City), _____ (State).

_____	_____	_____
Signature of Applicant	Printed Name	Date

Subscribed and sworn before me this _____ day of _____ month, 20__.

_____	_____	_____
Signature of Notary Public	Name of Notary Public	My Commission Expires



Private Employer Affidavit Pursuant to O.C.G.A 36-60-6(d)

Effective July 1, 2013, any private company with more than 10 full-time employees, along with every public employer, regardless of its size, must register with the federal E-Verify program to check the legal status of new hires.

By executing this affidavit, the undersigned private employer verifies it's compliance with O.C.G.A. § 36-60-6, **stating affirmatively that the individual, firm or corporation has registered with and utilizes the federal work authorization program commonly known as E-Verify**, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

If your business employs less than ten (10) employees, please check this box and sign below.

By checking this box and signing this form below you are stating affirmatively that your business employs less than ten (10) employees and that your business is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ (City), _____ (State).

_____	_____	_____
Signature of Applicant	Printed Name	Date

Subscribed and sworn before me this _____ day of _____ month, 20__.

_____	_____	_____
Signature of Notary Public	Name of Notary Public	My Commission Expires



Food Truck Name:



Class A1 Fee Schedule

Class determined by NAICS Code. Add \$18.00 Administration Fee.

ANNUAL GROSS RECEIPTS	CLASS A1 FEES	ANNUAL GROSS RECEIPTS	CLASS A1 FEES
\$0 to \$99,999	\$85.00	\$3,000,000 to \$4,999,999	\$2,455.00
\$100,000 to \$249,999	\$160.00	\$5,000,000 to \$9,999,999	\$4,455.00
\$250,000 to \$499,999	\$280.00	\$10,000,000 to \$19,999,999	\$6,455.00
\$500,000 to \$749,999	\$430.00	\$20,000,000 to \$39,000,000	\$8,455.00
\$750,000 to \$999,999	\$580.00	\$40,000,000 to \$79,000,000	\$10,455.00
\$1,000,000 to \$2,999,999	\$1,255.00	\$80,000,000 and above	\$12,455.00

PLUS \$200 PER MILLION OR PORTION THEREOF

Contact Information

The Community Development Dept. 4488 Pineview Drive Powder Springs GA 30127. commdev@cityofpowdersprings.org 770-943-1666	Occupational Tax Certificate Jackie Major Executive Assistant Community Development jmajor@cityofpowdersprings.org
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Food Truck Permit Application

Unified Development Code. Article 4, Section 145.

Special Use Provisions. Sec. 4-145. Food Trucks.

- a. **Motor vehicle tag.** A food truck must have a valid tag from the state's division of motor vehicles.
- b. **Food service rules.** Food trucks shall operate in accordance with the State of Georgia's Rules and Regulations Food Service – Chapter 290-5-14, Manual for Design, Installation and Construction, Section U - Special Food Service Operations.
- c. **Health Department license, permit or approval.** The operator of a food truck shall make application for a license or permit as may be required to the Cobb County Health Department, and the applicant shall submit evidence of health department approval as part of an application for a zoning permit. No food truck shall operate without a health department permit or approval.
- d. **Zoning restrictions and zoning permit.** Food trucks are permitted in certain zoning districts as indicated in article 2, Table 2-3 of this development code. A food truck shall not be located on a vacant lot. A zoning permit for a food truck shall be applied for and must be received from the director of community development prior to operation. No more than two food trucks may operate simultaneously on any lot of record, and no lot shall be approved for more than two spaces or areas for food truck operations.
- e. **City business license.** A city business license shall be required to operate a food truck.
- f. **On-site location requirements.**
 1. Food truck operators shall obtain the signed approval of the property owner for each location at which the food truck operates. Such approval must be made available for inspection upon request.
 2. The location for the parking and operation of food trucks must be approved by the community development director. The approved location must be marked on a site or plot plan of the lot on which it is located, and the community development director may require the food truck location on the ground to be marked with paint, tape, chalk, or any other easily identifiable material.
 3. Food trucks shall be located no less than 10 feet from any fire hydrant, sidewalk, utility box, handicap ramp, or building entrance. No fire lane, vehicular access way, or pedestrian walkway shall be obstructed or encroached upon by the food truck or its operational area. Food trucks shall not park in handicapped accessible parking spaces; a food truck may be permitted to occupy any other private parking space, unless it is determined by the community development director that parking demand may exceed supply at the subject location while the food truck is operating.

- g. Location restrictions from certain adjacent uses.** Except for properties zoned in the Central Business District (CBD). No food truck shall operate (as measured in a straight line from property line to closest point of the approved food truck location, where distances are specified):
1. Within 750 feet of a public or private elementary, junior or high school while school is in session.
 2. Within 150 feet of a property with a single or two-family residential dwelling.
 3. Within 150 feet of a restaurant entrance, unless a waiver is granted by the owner of property on which the restaurant is located.
 4. Within 300 feet of a city, county, state or private park or open space, unless a temporary permit is granted by the city manager.
 5. On a public or private street, or on in a city park or other open space, unless a temporary permit is granted by the city manager. The city manager is authorized to promulgate additional rules and regulations for the issuance of temporary permits for food trucks on public streets and public properties.
 6. On the grounds of a school, unless authorized by the school's administration as part of a school-authorized function.
- h. Operational Limitations.** Food trucks shall comply with the following:
1. Food trucks shall not operate between the hours of 10:00 p.m. and 7:00 a.m.
 2. Food trucks shall be limited in their operation to a maximum of six consecutive hours per day at any single location.
 3. Food trucks shall not be parked in an approved operating location overnight and shall not be parked longer than one hour before or after allowable hours of operation; a food truck shall not be in a set-up/start-up or break-down/ close-up mode between the hours of 11:00 p.m. and 6:00 a.m.
 4. No food truck shall be permitted to have a vehicular drive-through facility or drive-up window.
 5. No amplified microphones or bullhorns shall be permitted as part of the food truck operation.
 6. The food truck must be self-contained with regard to water and sanitary sewer needs; no temporary potable water or sanitary sewer shall be permitted.
 7. Signage and advertising shall be limited to copy on the food truck itself, and one "sidewalk" sign as defined in the city's sign regulations, not to exceed four square feet of area, located only within the operational area approved by the community development director. Such signage shall be in addition to that approved for the principal use on the lot.
 8. All associated equipment, such as trash receptacles and signage, must be confined within the operational area approved by the community development director.
- i. Sanitation.** Food truck operators shall be responsible for the proper disposal of waste and trash associated with the operation. City trash receptacles shall not be used for this purpose. Operators shall remove all waste and trash prior to leaving each location or as needed to maintain the health and safety of the public.

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Food Truck Permit Zoning Review

For Official Use Only

Application Accepted By	Date
Zoning Approval	Date
Community Development Dir. Approval	Date

Zoning Administrator Checklist

1. Does the site plan have all required information?

2. Is the location no less than 10 feet to sidewalk, fire hydrant, utility box, handicap ramp, building entrance?

3. Will the food truck be parked in a handicap parking space?

4. Will the location of the food truck obstruct vehicular access way, pedestrian walkway or fire lane?

5. Will more than two (2) food trucks operate simultaneously on a lot?

6. Will the food truck be within 750 feet of a public or private elementary, junior or high school while in session?

7. Will the food truck be within 150 feet of a property with single or two-family residential dwelling?

8. Will the food truck be within 150 feet of a restaurant entrance, unless waiver is granted by the owner of property on which the restaurant is located?

9. Will the food truck be within 300 feet of a city, county, state or Private Park or open space? If yes, has approval to vary been granted by the City Manager?

10. Is the proposed location a private street, City Park or other open space? If location on one of these a temporary permit will be required.

11. Is the proposed location on the grounds of a school? If yes, has it been authorized by the school administration?

Addition Comments:

