



## City of Atlanta Public Right of Way Cart and Kiosk Program

### FAQs

#### **What are the City's plans to expand the number of designated vending cart locations as part of the Public Property Vending program?**

The City is actively engaged in a strategy to expand the number of designated locations for the vending cart program – allowing merchandise vendors and food carts more opportunities to vend. We are currently accepting requests from vendors for the City to examine potential locations for expansion.

Once a critical mass of locations (5-10) have been submitted and vetted, we will proceed with the subsequent phase of the program, including approving the locations through legislation and conducting a public lottery.

All requests for new locations should be submitted to the Office of Planning, located on the 3<sup>rd</sup> floor of City Hall in Suite 3350. The Office of Planning can be contacted by phone (404) 330-6145 or by email at [vending@atlantaga.gov](mailto:vending@atlantaga.gov).

Prior to submission to the Atlanta City Council for legislative approval, all locations must be vetted and approved by both the Office of Planning and the Office of Transportation.

#### **Can I submit a request to the City to add additional locations for Public Property Vending?**

Yes. All requests for expanded locations must be reviewed and approved by the Department of Planning and Community Development, Office of Planning, before they are submitted to the Atlanta City Council for legislative approval. Requests should be sent to [vending@atlantaga.gov](mailto:vending@atlantaga.gov).

#### **What is the difference between the Right of Way Vending policy and the City's Public Property Food Truck policy?**

The Right of Way vending policy is intended to regulate vending from the City's sidewalks and City owned kiosks.

The City's Public Property Food Truck Ordinance has been designed for motorized food trucks which must park in the City's right of way (e.g. not on sidewalks). To protect the safety of the public and the safety of the vendors, only motorized vehicles may participate, which meet the criteria set by Fulton County Department of Health and Wellness in the Movable Food Service Unit regulations.

**Do I have to apply for my vending permit in person?**

Yes. During the initial phase of the program, all vending permit applications will need to be completed in person at the Office of Revenue. In the future, we hope to move this process online and allow for electronic applications and renewals.

**Do I have to complete a background check and finger printing every year?**

A background check must be completed by the Atlanta Police Department's Licensing & Permits unit is required for all permit renewals. Finger printing is only required for initial permits.

**Do staff who are working in and/or operating a vending cart or kiosk need to be permitted through the City of Atlanta?**

No. Only the operator of the cart or kiosk must be permitted; however, the permitted operator is solely responsible and liable for the operations of the permitted location. If a violation occurs when a staff member who is not permitted is working or operating the cart or kiosk, the permitted operator will be cited.

**Who enforces the City's Right of Way Vending Ordinance?**

The City's Right of Way Vending Ordinance is monitored and enforced by the Atlanta Police Department.

Business license and tax violations will be enforced by the Office of Revenue in partnership with the Police Department.

**How does the lottery process work?**

Please see Page 7 of the application packet for more detail.

### **What is the deadline for entering the lottery?**

Individuals or businesses interested in entering a lottery, must submit their names to the Office of Revenue a minimum of 24 hours in advance of the lottery.

Vendors must be present or have an approved designee on site for selection. There will be no time allocated to use a substitute to call the vendor and determine the preferred site selection.

### **How often are lotteries held?**

There is no predetermined schedule for vending lotteries. All lotteries will be conducted based on demand, once there are a critical number of available locations to issue (ideally 5-10). At a minimum, there will be a lottery at the start of the vending year (March) to release any previously permitted vending locations where the prior vendor does not renew.

Once a lottery date is set, all vendors who have submitted their contact details to the City will be notified two weeks prior to the date of the lottery.

### **Do I need multiple Vending Permits or Business Licenses to vend from multiple locations?**

Yes. If you are vending from multiple designated locations, a separate business licensing and Public Right of Way permit are required for each location.

### **What are the responsibilities of the City to maintain City-owned kiosks?**

The \$2500 annual maintenance fee ensures that the City of Atlanta will be responsible for maintaining City owned kiosks in the original state of repair. This includes maintenance needs such as electrical or lighting problems, painting and general repairs. The City will also cover electricity costs of kiosks.

Vendors are responsible for maintaining the locks on all kiosks and ensuring the kiosks are in a good state of repair. The City of Atlanta is not liable for any damage to or theft of vending merchandise caused by a break-in or other malfunction of kiosks locks.

If there are questions regarding electricity costs, please contact Katrina Taylor Parks at (404) 330-6365.

If there are general maintenance issues in your kiosk, please contact the Office of Enterprise Asset Management at (404) 330-6225.

### **Who will pay for the electricity for City owned kiosks?**

Electricity in city owned kiosks will be paid for by the City of Atlanta as part of the \$2500 maintenance fee.

### **What happens if I can't pay the necessary application and maintenance needs at the start of the fiscal year?**

To receive a valid vending permit, all vendors must pay the full amount of application (\$145) and maintenance fees (\$2500, kiosk vendors only) at the time of application.

Vendors who are not able to pay all fees at the time of application (within 30 days of the location being awarded), will have their location returned to the lottery or released to an alternate vendor.

### **Once I am awarded a location in a vending lottery, how long do I retain access to the location?**

Once awarded, vendors who remain in good standing with the City and complete all permit renewal processes (including payment of fees) on time, will retain the rights to their designated locations.

IF a vendor does not complete the necessary process to renew their permit by March 15<sup>th</sup>, or if the vendor is not in good standing with the City, the vendor will forfeit their rights to the vending location and it will be returned to the lottery.

### **What are the deadlines for payment?**

To receive a valid vending permit, all vendors must pay the full amount of application (\$145) and maintenance fees (\$2500, kiosk vendors only) at the time of the application.

Vendors who are not able to pay all fees at this time, will have their application forfeited and the location will be returned to the lottery or released to an alternate vendor.

### **What are the deadlines for renewals?**

Vendors must submit renewal applications no later than March 1<sup>st</sup> and must complete the process no later than March 15<sup>th</sup>.

### **Who do I call if I have a question about the Vending Program?**

- Questions related to **permitting through the City of Atlanta:**  
*Office of Revenue, (404) 330-6270*
- Questions related to **enforcement or to report a violation:**  
*Atlanta Police Department, (404) 546-4470*  
***For any violation causing an immediate public safety threat, please call 911 to have an officer dispatched to the scene.***
- To **request a new location be added to the program:**  
*Department of Planning and Community Development, Office of Planning, (404) 330-6145 or email at [vending@atlantaga.gov](mailto:vending@atlantaga.gov).*