

# NEW APPLICATION SUBMISSION-PUBLIC VENDING PERMIT

For Technical and Non-Technical Issues

Contact [ATL311.com](https://atl311.com) or [404-546-0311](tel:4045460311) to create a case.



# NEW APPLICATION SUBMISSION-PUBLIC VENDING PERMIT



**ATLCORE**  
BUSINESS LICENSING & PERMITTING PORTAL



Login or Register

Home Before You Get Started Apply (NEW Business) Renew Pay Invoices Map Search Q Calendar

Business/Email information changes? Still Have Questions? Contact ATL311.COM or 404-546-0311.

## Welcome to the City of Atlanta Self Service

**REMINDER**  
**April 1st** **BUSINESS LICENSE RENEWALS** **Payment Deadline**  
Failure to Pay by April 1<sup>st</sup> will result in 10% Failure to Pay Penalty

2023 GENERAL BUSINESS LICENSE RENEWALS - BEGINNING JANUARY 2, 2023  
FAILURE TO RENEW BY FEBRUARY 15, 2023, WILL RESULT IN A \$500 PENALTY  
FAILURE TO PAY BY APRIL 1, 2023, WILL RESULT IN A 10% PENALTY & 1.5% INTEREST ASSESSMENT ON UNPAID PRINCIPAL

Business licenses are valid from January 1 through December 31 of year issued.

- Pre-Zoning Check: Find out if your business location is within the City of Atlanta.
- Login or Register**: Login to an existing or create a new account. You can also find help if you forgot your login information.
- Pay Invoice with Debit/Credit Card: Click here to pay invoices.
- Pay Invoice via Lockbox: Click here to pay individual invoices by mail.
- Start a NEW Business: NEW General Business License, Financial Institution, Insurance, Professional License
- Renew My License for EXISTING Business: This tool can be used to RENEW an EXISTING Business License and Permit ONLY.
- APPLY for a NEW Alcohol License: NEW Alcohol License, Change of Agent, Temporary Alcohol License, Special Event Alcohol License
- APPLY for a NEW Regulatory Permit**: NEW Health Establishment Permit, Massage Permit, Commercial Recreation, Adult Entertainment, Vehicle Immobilization

1. Using the Google Chrome browser, navigate to the [ATLCORE Business Licensing and Permitting Portal](#). To log in, click **Login or Register** (if you do not currently have an account) from the center 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 the ATLCORE application assistant interface. At the top, a navigation bar includes links for Dashboard, Home, Before You Get Started, Apply (NEW Business), Renew, My Work, Pay Invoices, Map, Search, and Calendar. Below this, the 'Application Assistant' section is highlighted with a red box. A search bar contains the text 'Vending' and a search icon, also highlighted with a red box. Below the search bar are five filter tiles: 'All', 'Trending', 'My History', 'LICENSES', and 'PERMITS'. The 'PERMITS' tile is highlighted with a red box. Below the filters, there are three application cards. The first card is for 'Private Vending' with an 'Apply' button. The second card is for 'Public Vending Permit' with an 'Apply' button highlighted by a red box. The third card is for 'PRL - Assistant Vendor' with an 'Apply' button. The interface also includes links for 'Show Categories' and 'Show My Templates'.

3. Options to search for the license type you are applying for:

- Type the name of the application into the Application Assistant Search Bar and click the **Search Icon** or press **Enter** on your keyboard.
- Use the four tiles below the search bar to narrow your search based on the available options: See **All, Trending, Licenses Only, Permits Only**.

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

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

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

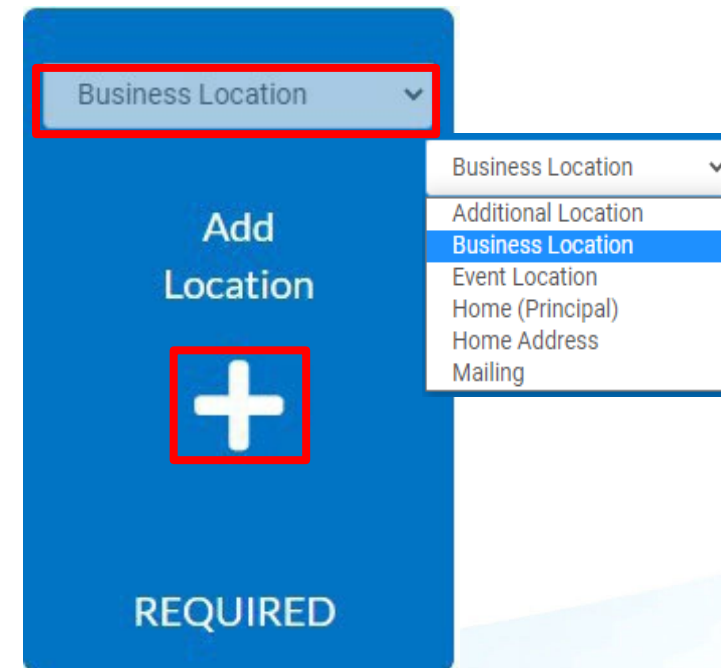
6. Select the **Company Type** from the dropdown menu, then click the “+” **plus Icon** to **Create New Business** which serves as the business profile for this application.

Select or create the business for this application



7. Select the type of location you are adding from the dropdown menu, then click the “+” **plus Icon** to **Add Location**. A new window will open for you to enter your address details. After saving your address details, click **Next**.

LOCATIONS



**Note:** Your mailing address is required



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

8. 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 the 'Add Location' form. At the top, there are two buttons: 'Address' (highlighted with a red box) and 'Parcel'. Below this is a section titled 'Add Address As' with a dropdown menu set to 'Business Location'. Underneath, there are two buttons: 'Search' (highlighted with a red box) and 'Enter Manually' (highlighted with a green box). At the bottom, there is a section titled 'Address Information' with a search bar and a search icon. A red arrow points to the search bar.

## Manually Adding an Address

1. Make sure **Address** is selected and shown in blue, as shown on the image.
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)

9. 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.

Click **Next**, to proceed.

Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

**BUSINESS DETAILS**

**INDUSTRY CLASSIFICATIONS:**

- 722330 - Mobile Food Services
- 454390 - Other Direct Selling Establishments

\* Company Type: Limited Liability Company

\* Company Name: Mobile Food SRVC - TEST%

Business Description

DBA

\* Location: Commercial

\* Industry Classification(s): Select Industry Classification

| Main                                | Classification                | Remove |
|-------------------------------------|-------------------------------|--------|
| <input checked="" type="checkbox"/> | 722330 - Mobile Food Services | Remove |

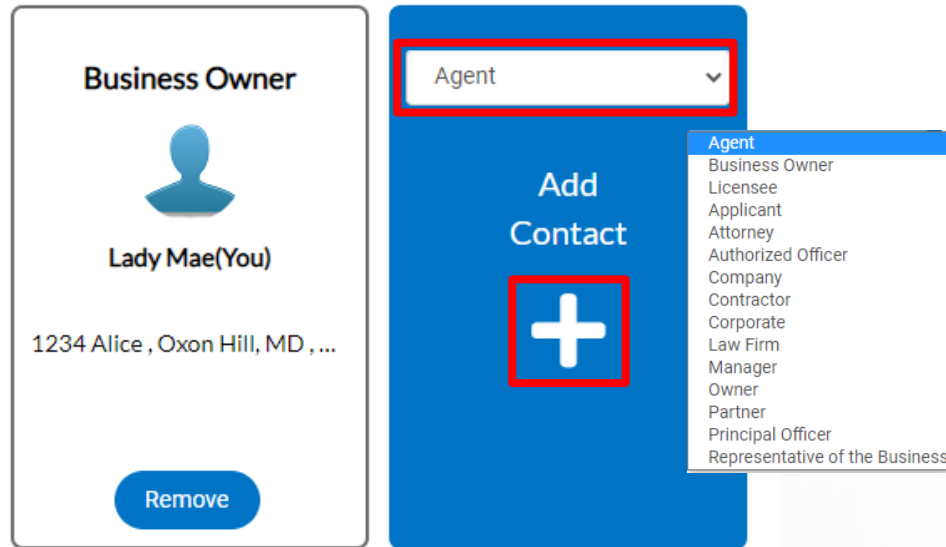
**LICENSE DETAILS**

\* License Type: Public Vending Permit

Description

Back Create Template Save Draft **Next**

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



10. 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 “+” plus icon to **Add Contact**.

[← Back to Application](#)

## Add Contact

Add Contact As

[Search](#)

[Enter Manually](#)

[My Favorites](#)

Search

11. 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)

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

a. Applicant Information

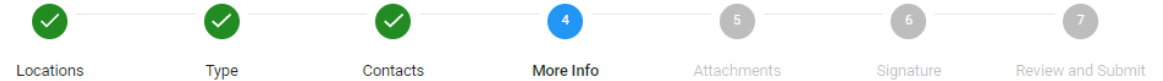
a. Click the **+ Add Row** button.

b. Enter **Full Name, Home Street Address, City, State, Zip Code, Business Phone, Home Phone, and Full Social Number.**

c. Enter **Height, Weight, Date of Birth** and **Email Address.**

Apply for License - Public Vending Permit

\*REQUIRED



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 | Hor |
|--|-----------|---------------------|------|-------|----------|----------------|-----|
|  |           |                     |      |       |          |                |     |

**\*Height**

Height is required.

**\*Weight**

Weight is required.

**\*Date of Birth**

Date of Birth is required.

**Email Address**



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

13. Complete the **License Application** section.

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

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

**Permit Requested**

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

If yes, list address of prior vending location

All Kiosk and Cart vendors are required to provide the General Business License Number. If you are not a kiosk or cart vendor, then indicate N/A.

**\*Business License Number**

**SSN/EIN**

**State of GA Sales Tax#**

**Description of Goods and Services:**

Kiosk  
Cart  
Motor Vehicle / Ice Cream Truck  
Food Truck

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

## 14. Provide Proposed Vending Times Details.

Click **+ Add Row** button to enter Vending times.

- a. Enter **Vending location number**.
- b. Enter **Location Address**.
- c. 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) |
|-----------|----------|--------------------|------------------|
|           |          |                    |                  |

### Vending Location

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

**Location #**

**Location Address**

**Public Vending Locations (only Carts and Kiosks)**

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

- 15. Complete the **Acknowledgement** section.
- 16. Click **Next**, to proceed.

## 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

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[Create Template](#)

[Save Draft](#)

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

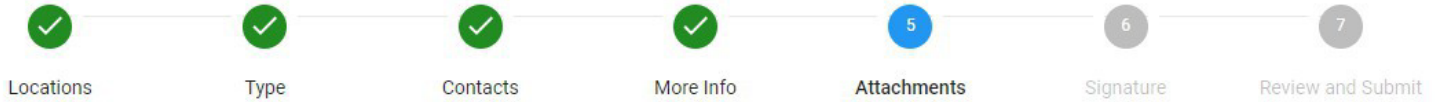
17. Click “+” plus icon to Upload/Drag and Drop the **Required Attachments** on the next screen.

**Note:** You will not be able to proceed without attaching the required documents.

Click **Next**, to sign the application.

## Apply for License - Public Vending Permit

\*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)

Valid Gov't Issued Photo ID  
Add Attachment

+

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

REQUIRED

Select Type

Add Attachment

+

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

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Create Template

Save Draft

Next

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

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

Click **Next**, to review and submit application.

Apply for License - General Business License - Accommodation and Food Services \*REQUIRED

Locations  Type  Contacts  More Info  Attachments  Signature  Review and Submit

SIGNATURE

The City is hereby in receipt of your submission of the requisite documents in accordance with Sec. 30-57 of the Municipal Code and the accuracy and completeness of the information contained therein. The City of Atlanta ("City") conducts an ongoing review of these documents which may require supplemental responses from the Certificate holder. Failure to timely respond and/or providing any false information may result in imposed penalties, fees, or suspension of the Certificate.

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

Enable Type Signature

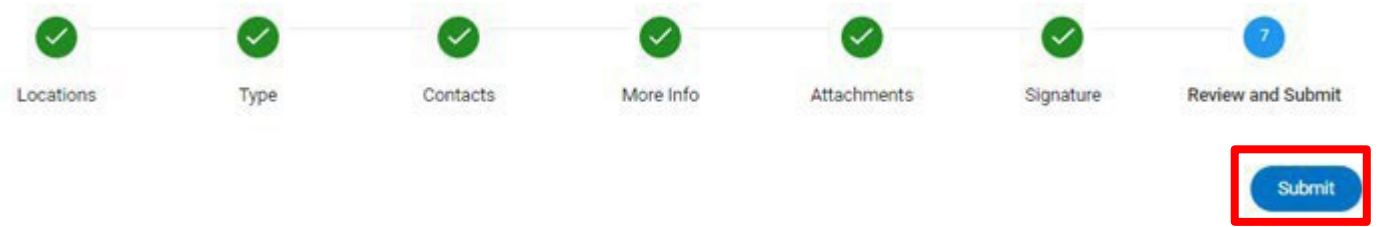
Lady Mae  
May, 18 2023

*Lady Mae*



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

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



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

✔ **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](#)

Click **Continue to License**, to proceed.

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

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

25. The **Status** of your application is in the blue shaded section.

26. Click Add to Cart if payment is required

License Number: VEN-0623-21316

• 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:         | 06/07/2023         |
| Account Number: |                       | Issued By: | Administrator, System | Period Start Date: |
| Status:         | Submitted - Online    |            |                       | Expiration Date:   |
| Description:    |                       |            |                       |                    |

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

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

**Business**

|               |                           |         |            |                  |
|---------------|---------------------------|---------|------------|------------------|
| Company Name: | Mobile Food SRVC - TEST%  | DBA:    | Open Date: |                  |
| Company Type: | Limited Liability Company | Status: | Submitted  | Closed Date:     |
| District:     |                           |         |            | Last Audit Date: |
| Location:     | Commercial                |         |            |                  |
| Description:  |                           |         |            |                  |

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

27. When the Billing team has completed processing your application, your invoice can be found on the **My Work** tab, under **My Invoices**. Select the invoice, click **Add to Cart** to pay applicable invoice, select **Check Out**.

28. From the shopping cart, you can **Remove** the invoice or select **Check Out** to proceed to the payment screen.

The screenshot shows a web application interface. At the top is a navigation bar with links: Dashboard, Home, Before You Get Started, Apply (NEW Business), Renew, My Work (highlighted with a red box), Pay Invoices, Map, Search, and Calendar. Below the navigation bar is the 'My Work' section. Under 'MY INVOICES' (highlighted with a red box), there is a search bar and a table of invoices. The 'Add To Cart' button (highlighted with a red box) is visible. The table has columns: Invoice Number, Amount Due, Due, Status, Case Number, and Address. One invoice is listed: INV-00129744, \$0.50, 06/07/2023, Due, VEN-0623-21316, 1234 Stop. Below the table is a 'Shopping Cart' section. It shows the total amount as \$0.50 and a 'Check Out' button (highlighted with a red box). The cart details include: Invoice: INV-00129744, Description: VEN-0623-21316, Due Date: 06/07/2023. A table in the cart shows: Case Number (VEN-0623-21316), Project, Case Address (1234 Stop), and Amount Due (\$0.50). A 'Remove' button is next to the cart item. At the bottom right of the cart, there is another 'Check Out' button (highlighted with a red box).

| Invoice Number | Amount Due | Due        | Status | Case Number    | Address   |
|----------------|------------|------------|--------|----------------|-----------|
| INV-00129744   | \$0.50     | 06/07/2023 | Due    | VEN-0623-21316 | 1234 Stop |

| Case Number    | Project | Case Address | Amount Due |
|----------------|---------|--------------|------------|
| VEN-0623-21316 |         | 1234 Stop    | \$0.50     |

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

29. Enter your **Payment Information** to complete your transaction.

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

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



Atlanta, GA  
Order Number: 92549  
Wednesday, June 7, 2023

| Invoice #    | Item Description | Quantity | Unit Price   | Total Price |
|--------------|------------------|----------|--------------|-------------|
| INV-00129744 | VEN-0623-21316   | 1        | \$0.50       | \$0.50      |
|              |                  |          | Item Total:  | \$0.50      |
|              |                  |          | Order Total: | \$0.50      |

### Payment Details

\*all fields are required

Cardholder Name

Billing Street

Billing Zip Code

Card Type

Card Number

Expiration Date

CVV Code

Pay Now - \$0.50