NEW APPLICATION SUBMISSION-PUBLIC VENDING PERMIT

For Technical and Non-Technical Issues

Contact **ATL311.com** or **404-546-0311** to create a case.

NEW APPLICATION SUBMISSION-PUBLIC VENDING PERMIT

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.

3. 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**.

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

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

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
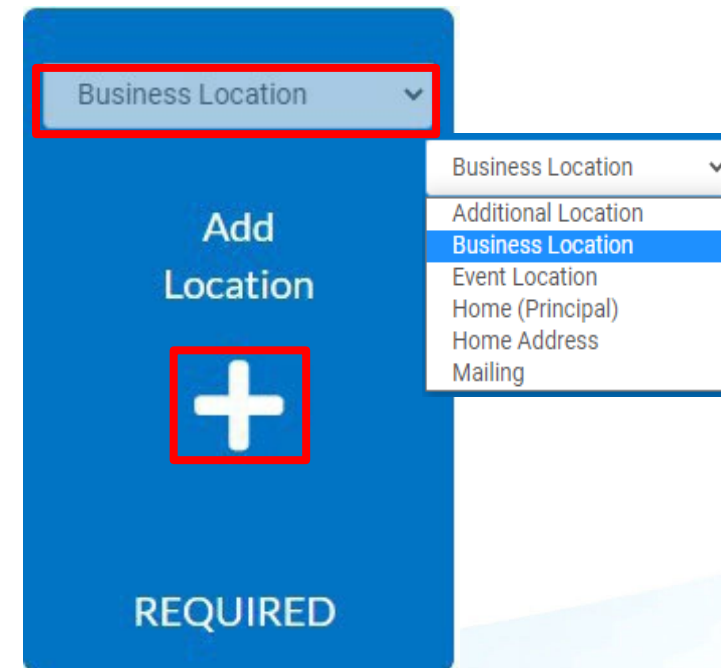
Note: Your mailing address is required

ATLCORE

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**.

Add Location

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.

Address | Parcel

Add Address As | Business Location ▾

Search | Enter Manually

Address Information

Search [ ] 🔍

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.

Business Owner

Lady Mae(You)

1234 Alice , Oxon Hill, MD , ...

Remove

Agent

Add Contact

+

- Agent
- Business Owner
- Licensee
- Applicant
- Attorney
- Authorized Officer
- Company
- Contractor
- Corporate
- Law Firm
- Manager
- Owner
- Partner
- Principal Officer
- Representative of the Business

◀ Back to Application

Add Contact

Add Contact As Agent

Search   Enter Manually   My Favorites

Search Name, E-mail, or Company

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**.

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.

ATLCORE

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

| ✓ Locations | ✓ Type | ✓ Contacts | 4 More Info | 5 Attachments | 6 Signature | 7 Review and Submit |
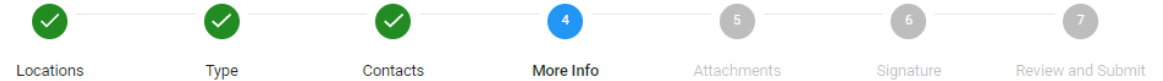
MORE INFO

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

ATLCORE

8

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

13. 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. If **YES**, list address of prior vending location.

c. Enter **SSN/EIN** number.

d. Enter **State of GA Sales Tax Number**.

e. Enter **Description of Goods and Services**.

License Application

Previous Section | Next Section | Top | Main Menu

Permit Requested

Kiosk
Cart
Motor Vehicle / Ice Cream Truck
Food Truck

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

Yes

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   01234

SSN/EIN

State of GA Sales Tax#

Description of Goods and Services:

ATLCORE

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)

ATLCORE

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

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

Acknowledgement

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 lega 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 ha been authorized by this permit.

Applicant Name [   ]

Back   Create Template   Save Draft   Next
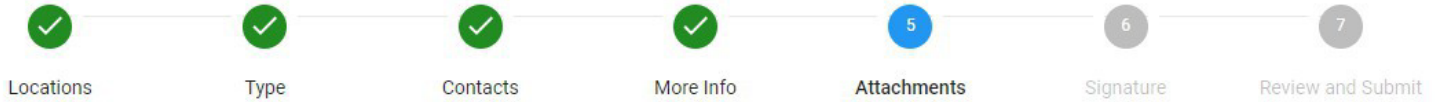
17. Click **"+" plus Icon** to Upload/Drag and Drop the **Required Attachments** on the next screen.

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

Locations — Type — Contacts — More Info — 5 Attachments — 6 Signature — 7 Review and Submit

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,...

Back   Create Template   Save Draft   Next

ATLCORE

12

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.   Lady Mae
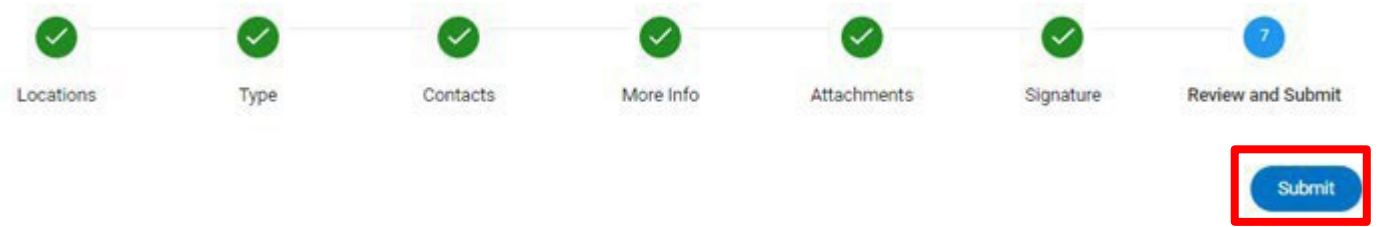
Enable Type Signature   Lady Mae

Lady Mae
May, 18 2023

X *Lady Mae*

Back   Create Template   Save Draft   Next

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**.

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

✓ **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

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:					

ATLCORE

15

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.

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.