



TEMPORARY OUTDOOR SALES/SEASONAL EVENT PACKET

This packet contains all the forms and instructions necessary to apply for a Temporary Outdoor Sales/Seasonal Event permit from the City of Chamblee's Unified Development Ordinance (UDO).

1. Temporary Outdoor Sales/Seasonal Event Application
2. Owner Permission Affidavit
3. Building Permit Application
4. Temporary Sign Permit Application

See Article 7, Temporary Outdoor Sales, and Section 240-14, Temporary and Mobile Uses, of the UDO for information regarding Temporary Outdoor Sales/Seasonal Events.

Application Submittal and Review Process:

- A. **Complete a Temporary Outdoor Sales Event Application**
- B. **Prepare a Concept Plan** drawn to scale that conveys the proposed event, indicating the boundary of the site, parking, and location of associated activities and/or structures. Provide the measurements and square footage of all proposed structures.
- C. **An Owner Permission Affidavit** must be completed by the owner of the property.
- D. **Submit a copy of the Occupational Tax Certificate** for the permanent business located on the subject property.
- E. **Submit a refuse and debris clean-up plan** explaining in detail how the trash will be cleaned up after the event. Include a contact name and number with the plan.
- F. **Submit a Building Permit Application** for any proposed temporary structures such as stages or grandstands. Each structure requires a separate application.
- G. **Submit a Temporary Sign Permit Application** for any proposed temporary signs. Each sign requires a separate application.
- H. **Submit a schedule** if your event is a farmers or other regularly scheduled market for approval to receive an annual permit for the months specified within that schedule. No single temporary outdoor sales permit for farmers or other regularly scheduled markets shall be approved for the same lot for more than 45 days in a calendar year.
- I. **Submit the Application, Concept Plan, and supporting documents** to the Development Department in person or via email to chambleedevelopment@chambleega.gov. The Application and forms will be reviewed within 10 business days.



TEMPORARY OUTDOOR SALES EVENT APPLICATION

APPLICANT

Name

Business

Mailing Address

Suite/Apt. #

City, State

Zip Code

Primary Phone #

Alternate Phone #

E-mail

EVENT SUMMARY

Address of Event

Name of Event

Detailed Description *(Include information about activities, structures, vendors, hours and dates):*

Applicant Signature

Date: ____ / ____ / ____

NOTE: This form must be signed by the Development Department and submitted with your application.



Owner Permission Affidavit

Subject Property Street Address: _____

Subject Property Tax ID number: 18 - _____ - _____ - _____

Owner:

Name (Person, Firm, Corporation, or Agency): _____

Mailing Address: _____

Phone: _____

Email: _____

Property Owner's Agent/Applicant

Name (Person, Firm, Corporation, or Agency): _____

Mailing Address: _____

Phone: _____

Email: _____

I am applying for, or I hereby grant authority to the applicant to file an application for: _____

Owner/Agent (if applicable) Signature: _____

Print name of signer(s)

This instrument was signed before me on this date _____

County _____ Georgia Notary Signature: _____

Affix seal/stamp as close to signature as possible



Building Permit Application

Job Address:				City:	State:	Zip:
Unit/Suite #:	Floor #:	Apt/Lot #:	Building #:			
Project Name:			Tax PIN #:	Zoning District:		
Utilities: <input type="checkbox"/> Sewer <input type="checkbox"/> Septic	<input type="checkbox"/> Electric <input type="checkbox"/> Gas	Purpose: <input type="checkbox"/> New <input type="checkbox"/> Alter	<input type="checkbox"/> Addition <input type="checkbox"/> Repair	Scope of work: <input type="checkbox"/> Interior Description:	<input type="checkbox"/> Exterior	
				<input type="checkbox"/> Land Disturbance: Total Disturbed Acreage: _____		
Lot Size:	Finished Floor Area:	Basement Area:	Parking Deck/Garage Area:	Total Heated Sq Ft: _____ Total Unheated Sq Ft: _____		
Area of Construction:	Bldg Height/# of stories:	# of Units:	Bldg Materials:	Type of Roof:		
Tenant/Business Name (for Commercial Business):			Business Owner:	Phone #:		

Property/Building Owner (of Job Address):			General Contractor Co. (If homeowner, provide affidavit):			
Name:			Company Name:		Contact Name:	
Address:			Address:			
City:	State:	Zip:	City:	State:	Zip:	
Tel #:	Mobile #:		Tel #:	Mobile #:		
E-Mail:			E-Mail:			

Primary Contact Name:	Primary Contact Phone:	Primary Contact Email:
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Type of Construction:	Occupancy Type:
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Contractor's Business License #:	State License #:	<input type="checkbox"/> Qualifying Agent	<input type="checkbox"/> Licensed Individual
Qualifications Held: <input type="checkbox"/> Residential Basic Contractor <input type="checkbox"/> Residential Light Commercial <input type="checkbox"/> General Contractor			

Sub-contracted work for this job
 Electric Plumbing HVAC Low Voltage Other _____

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided is true and correct. I further certify that all construction will comply with the current City and State Building Codes. This permit is void if no construction activity commences within six months of issuance date.

I further agree that I shall be responsible from the date of this permit, or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work, whether from basic services or additional services, to person or property. I agree to exonerate, indemnify and save harmless the city from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the building permit issued as a result of this application. I also agree to allow all inspections and right of entry per Section 120-2 of the UDO.

****Note: Only the Property Owner, Architect or General Contractor should sign this application as an applicant. EXCEPTION: If a tenant is applying to move into a commercial space, then the tenant should sign as the applicant.**

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

For internal use only: Pre-Application Type: Meeting Required (attach form) Counter: Date Held: _____ Staff: _____



APPLICATION FOR TEMPORARY SIGN PERMIT

Applications, plans, and supporting documentation may be submitted by email to chambleedevelopment@chambleega.gov.

APPLICATION DATE: _____ SIGN LOCATION/ ADDRESS: _____

PROPERTY OWNER'S NAME: _____ PROPERTY OWNER'S EMAIL: _____

TENANT/BUSINESS: _____ BUSINESS OWNER'S NAME: _____

BUSINESS OWNER'S PHONE NUMBER: _____ TENANT'S BUSINESS LICENSE NUMBER: _____

PRIMARY CONTACT'S NAME: _____ PHONE: _____ EMAIL: _____

Comments and questions will be directed to the primary contact person.

DESCRIPTION OF PROPOSED SIGN:

SIGN TYPE: _____ SIZE: _____ x _____ AREA: _____ SQUARE FT.

Location of the sign on the site: _____

ALONG WITH THIS APPLICATION, PROVIDE THE FOLLOWING:

A sketch or print that conveying the proposed sign with all dimensions labeled.

An elevation drawing or photo showing the placement of the sign on the building.

A site plan showing the location of the sign on the property.

Submit an Owner Permission Affidavit if the property owner does not sign the application.

The fee for a temporary sign is \$25.

DECAL MUST BE PLACED IN A VISIBLE LOCATION ON THE SIGN FACE OR FRAME

The undersigned hereby applies for a permit to erect a temporary sign in accordance with all regulations specified in the Sign Ordinance of the City of Chamblee (Unified Development Ordinance, Chapter 260).

Signature of Applicant: _____ **Date:** _____

Signature of Property Owner: _____ **Date:** _____

Owner Permission Affidavit must be submitted with this application if Property Owner does not sign the application.