



TEMPORARY SALES PERMIT APPLICATION REQUIREMENTS

A Temporary Sales Permit shall be required for all vendors conducting temporary outdoor retail sales of seasonal goods or other merchandise that can be readily carried by the customer except for those exempted or defined otherwise by the Forsyth County Unified Development Code (Chapter 3, Article II, & Chapter 16).

APPLICATION REQUIREMENTS:

- Online application submitted with all required forms uploaded in the [Customer Self-Service \(CSS\) Portal](#).
 - Signed and notarized [Property Owner\(s\) Authorization Form](#).
 - Must specify date range requested or 'duration of sales' on application.
 - Written permission from the property owner for restroom utilization for customers and employees.
 - A Forsyth County Business License or an approved Business Location Verification Application will be required prior to the issuance of an approval letter.
 - One digital copy of the parking/site plan showing the designated area on the property for the seasonal sales or temporary vending activities; not to exceed 24" x 36" in size.
 - If requesting a Fireworks Permit, please provide the Fire Marshal Permit.
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For questions, please contact:

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TEMPORARY VENDOR SITE PLAN CHECKLIST

Districts Permitted: BP, CBD, HB, HC, OCMS, UV (With a Conditional Use Permit, NS)

*Not permitted in the Buford Highway & Coal Mountain Overlays

Standards & Requirements	Site plan must reflect compliance with the following:
Automobile Sales	Not permitted as a temporary use.
Business License or BLV	A Forsyth County Business License or approved Business Location Verification Application is required prior to the issuance of an approval letter.
Chapters 16 & 21	Review Forsyth County Unified Development Code (UDC) Chapters 16 & 21 for Temporary Vending regulations and overlay requirements.
Dates	Must specify date range requested or 'duration of sales' on application.
Display & Operational Regulations	Display not to exceed 30% of property frontage abutting the highway or major streets. Sales must be conducted primarily outside of an enclosed structure. Vehicles, trailers, or similar vessels shall only be utilized for storage and transportation of goods or merchandise, and shall not constitute the primary location for display, customer interaction, and sales transactions. Vendors and merchants shall not call attention to the operation through creating sounds, playing music, making amplified announcements or similar means. Use shall always comply with the Forsyth County Noise Ordinance.
Duration (vendor)	Retail activity is limited to 45 consecutive days per permit, with no more than four permits issued per parcel per calendar year. A minimum 15-day lapse is required between permits on the same parcel, and no applicant, individual, or entity may receive more than one permit per tax parcel per calendar year.
Fireworks	Contact the Fire Marshal's Office at 678-455-8072 for an Operational Permit. State license is required.
Food (except peanuts)	Mobile Food Service Units must operate from a base of operations that is both permitted by the Forsyth County Health Department (770-781-6900) and under the legal control of the mobile food service permit holder.
Hours of Operation	Check Zoning Conditions and Overlays for hours of operation regulations. No 24-hour operation.
Parcel Manager	Use the Parcel Manager tool in EnerGov to view any linked information and/or zoning conditions for the property.
Parking / Site Plan	One digital copy of the parking/site plan showing the designated area on the property for the seasonal sales or temporary vending activities; not to exceed 24" x 36" in size.
Parking/ Traffic Regulations	Check Site Developments (if applicable) for any parking requirements. Check UDC Chapter 17 for parking regulations. No sales or related activities shall disrupt controlled vehicular ingress and egress, occupy required off-street parking spaces, disrupt pedestrian ingress and egress, or occupy required internal sidewalks.
Permitted Products & Goods	Short transaction – point of sale. Sales are limited to seasonal goods (items sold during a peak season, including fruits, Christmas trees, pumpkins, firewood, fireworks, or similar items as determined by the Director of Planning and Community Development, and other goods or merchandise that can be readily carried by the customer.
Portable Toilets	Must have written permission from the property owner for restroom utilization for customers and employees.
Safety (LP, Fuel Stations, Tents)	LP gas (propane/butane) cooking devices/open flames must be a minimum of 50-feet from fuel pumps/stations, 10-feet from all structures/combustibles, and 20-feet from tents.
Setback from R.O.W and/or Residential P/L	No display shall be erected or installed, nor shall any activities take place within a required side or rear setback, a county or state right-of-way, or within 50-feet of a county or state road. If there are Zoning Conditions or setbacks for the zoning district that are greater than the 50-foot minimum, you will adhere to the greater setback.
Signage	Permitted on vehicle, tent or trailer, and/or banners up to 32 square feet in size for up to 10 days. Signs in commercial districts shall comply with the Forsyth County Sign Ordinance and UDC. <u>Sign Permit required.</u>
Signatures	Must have the property owners' name signed and printed, as well as the notary's signature and stamp.
Tents	Shall not exceed 700 square feet in size and shall comply with the Georgia state minimum fire safety standards. No sales of fireworks from tents.
Tent Inspections (if applicable)	Tents that <u>do not</u> require a fire inspection: individual tents under 400 square feet & open-sided tents that meet the following requirements: each tent is no larger than 700 square feet; the combined area of adjacent tents does not exceed 700 square feet; a minimum clearance of 12 feet from other tents and structures. Please contact the Fire Safety Division 48-hours in advance to schedule an inspection.
Trailer Size – stands or carts	16 feet in length; 8 feet in width. Vehicles/trailers are not allowed to be left overnight.
Umbrellas	Permitted.
Undeveloped / Vacant Lot	An undeveloped/vacant lot would be appropriate, provided <u>restroom facilities are located within 200-feet.</u>
Zoning	Review UDC chapter for the zoning district to ensure that Temporary Vending is permitted in the zoning district.
Zoning Conditions	Review any Zoning Conditions to ensure Temporary Vending is permitted and any regulations are followed.

Exemptions: Benefit Carwashes, Benefit bake sales, Church and School rummage sales held at the church or school location Children under the age of 16 engaged in outdoor sales activities in residential neighborhoods / Established licensed Farmer's Markets, Roadside Stand as defined in the UDC.