Fulton County
Department of Environment and
Community Development
141 Pryor Street, Suite 2085
Atlanta, GA 30303
404-612-7800 FAX: 404-730-7818

Admin. Permit No. _____
Building Permit No. (when applicable)_____
Electric Permit No. (when applicable) _____
24 Hour Contact # _____-_____-_____

ADMINISTRATIVE PERMIT APPLICATION FOR
PARKING OFFSITE, PRIVATE RECREATION COURTS, TENTS AND ANTENNAS/TOWERS/SUBSTATIONS

(circle one)

All application add $25 for processing fee.

PARKING OFFSITE ____ $50 + $10/day
(19.3.6(1))

PRIVATE RECREATION COURTS ___
(19.3.8)

ANTENNAS/TOWERS/SUBSTATIONS ____
(19.3.1(1), 19.3.1(2), 19.3.18)**

TENTS _____ $50 + $10/day
(19.3.10(1))

Site/Project Information

Site Address_____ City _____ Zip Code _____

Owner's Information

Name: _____ E-Mail Address: _____
Address: _____ Telephone#:_____
City: _____ State: _____ Zip Code: _____ Fax#:_____

Contractor/Lessee/Operator's Information

Business Name:_____ Agent Name:_____
Address:_____ Telephone#:_____
City:_____State:_____Zip Code:_____Fax#:_____
Business License No#:_____ County or City where issued:_____
Trust Account No._____E-Mail Address:_____

*****NOTE FOR ANTENNAS/TOWERS/SUBSTATIONS:***

AN ADDITIONAL ELECTRICAL PERMIT IS REQUIRED FOR NEW SERVICE CONNECTION WHEN APPLICABLE!

Applicant's Certification, Affidavit and Signature

Name of Proposed Event: _____Type of Business: _____

List of Products to be sold: _____

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the Department of Environment and Community Development. Further, Applicant states, understands that, should a complaint be filed against the Applicant for violation any regulation associated with this Application for an Administrative Permit, the permit issued for the subject event will immediately become void and will not be reissued for the same location.

APPLICANT'S SIGNATURE: _____

Sworn and Attested before me this _____day of _____, 200__, _____ Notary Public

CHECK LIST INSTRUCTIONS FOR STAFF AND APPLICANT (Permit Number:_____)

Only specifically appointed staff can issue this type of permit and only then upon the final satisfaction of all standards contained herein or elsewhere as required by law, ordinance, standard or procedure.

- ☐ Application form completed and Applicant's Affidavit signed and Notarized
- ☐ At least two (2) copies of site plan attached (no larger than 11"X17" in size)
- ☐ Owner's Affidavit form signed and Notarized
- ☐ Owner of the property listed in Permits Plus **is the same** as appears on the Owner Affidavit **(move forward with the processing of the permit)**.
- ☐ Owner of the property listed in Permits Plus **is different** from that shown on the letter from the owner as presented by the applicant
- ☐ Check with the Tax Records in the Fulton County GIS reference on the internet. If match, proceed.
- ☐ Tax Records does not match the information as to ownership (**call applicant and suspend application processing)**
- ☐ No tent used for Seasonal Business within 250 feet of existing dwelling **(see site plan)**
- ☐ Building Permit required for tents (over 150sq ft). Fee required (Bldg Permit # _____)
- ☐ Staff will fax a copy of the Tents & Air Supported Structures Cover and signature page to FC Fire Dept.

Processed by: _____ Date: _____ Approved by: _____ Date:_____

PLEASE NOTE THESE IMPORTANT INSTRUCTIONS TO APPLICANT:

- Permit must be displayed in such a manner as to be readable from the Street.
- Applicant is **required** to call the Fire Dept. @ 404-699-8907 when the permitted tent has erected
- Please note carefully the requirements from the Fulton County Zoning Resolution for these uses. Note time limitations, hours of operations, buffers, landscaping, setbacks, height restrictions, fencing, maximum sizes, pedestrian safety, sign restrictions and parking requirements, to name a few.