



Updated January 2020

CITY OF ALPHARETTA

MOBILE FOOD VENDOR LICENSE APPLICATION AND INFORMATION PACKET

The regulations governing the operation of mobile food vendors within the City of Alpharetta are defined in [Chapter 10, Article X of the Code of Ordinances of the City of Alpharetta, Georgia](#). Among other things, the regulations stipulate that it shall be unlawful for any person to sell, or offer for sale, food of any type from a commissary, mobile retail food establishment vendor, ice cream truck, pushcart or temporary food establishment without a license first having been granted under this section, except as part of a city-sponsored or sanctioned special event.

Those wishing to secure a City of Alpharetta Mobile Food Vendor License should, after reading and understanding the aforementioned ordinance, complete this form. Failure to complete this form in its entirety or to provide all required information will result in rejection of the application.

Completion of this form does not guarantee or grant issuance of a Mobile Food Vendor License. The City of Alpharetta reserves the right to not issue or renew a license in cases in which there are documented violations of City Codes and/or Ordinances, other taxes or fees are owed to the City by the business or its owners, or in which the Mobile Food Vendor fails to meet requirements set forth by the City of Alpharetta or applicable county, state, and federal laws.

Section 1: General Business Information

Business Name: _____

Federal ID (FEIN): _____ GA Sales and Use Tax # _____

For information, please visit www.irs.gov/businesses/small

Obtain from GA Department of Revenue <http://gtc.dor.ga.gov>

Owner's Name: _____

Owner's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Owner's Phone Number: _____ Owner's Mobile Phone Number: _____

If the individual operating the business is not the owner, please provide the following:

Operator's Name: _____

Operator's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Operator's Phone Number: _____ Operator's Mobile Phone Number: _____

Section 2: Mobile Vending Unit Information

County Health Department Permit Number: _____ **Include copy of permit with application.**

Type Of Vending Unit: Food Truck Ice Cream Truck Push Cart Commissary Temporary Food Establishment

If the unit is a food truck or other vehicle legal for use on roadways, please provide the following:

Vehicle Make: _____ Model: _____ License Plate #: _____

Section 3: Anticipated Mobile Vending Activity Locations

The regulations governing the operation of mobile food vendors within the City of Alpharetta are defined in [Chapter 10, Article X of the Code of Ordinances of the City of Alpharetta, Georgia](#). Among other things, the regulations stipulate that, except for ice cream trucks, no mobile food vendor shall conduct business or operate in the public right-of-way except as part of a City-sponsored or sanctioned special event. All applicants are cautioned to read and understand [Section 10-313 of the Code of Ordinances](#) prior to making application for a City of Alpharetta mobile food vendor license.

For what type of mobile food vending activity are you making application? Please check all that apply.

- Mobile Vending On Private Property Mobile Vending On Street
- Mobile Vending During City Events Mobile Vending On Sidewalk
- Operation Of An Ice Cream Truck

Ice Cream Trucks must include a copy of their valid Department of Agriculture permit.

For each private property location at which you plan to undertake mobile food vending activities, you must submit a completed Mobile Food Vending Private Property Approval Form as part of this application. If you are found to be conducting mobile food vending activities upon any private property for which a Mobile Food Vending Private Property Approval Form has not been provided to the City of Alpharetta, you will be considered to be in violation of Sections 10-312 and 10-313 of the City Code and your license to conduct mobile food vending activities in the City of Alpharetta may be suspended or revoked and/or you may be subject to fines or other penalties.

Section 4: Attachments And Addendums

Before submitting your application, please ensure that the following documents are attached.

- Valid Mobile Food Service Operation Permit From The Georgia Department Of Agriculture (NOTE: Ice Cream Trucks Only)
- Valid Mobile Food Service Operation Permit From The Fulton County Health Department
- Proof Of Current Liability Insurance
- Completed Private Employer Affidavit Pursuant To O.C.G.A. § 36-60-6(d)
- Completed Affidavit Verifying Legal Immigration Status Pursuant To O.C.G.A. § 50-36-1
- Mobile Food Vending Private Property Approval Form For Each Private Property Location At Which Vending Will Occur
- Payment For Annual License Fee (\$150)

Section 5: Swear And Attest

By completing and submitting this Application for a City of Alpharetta Mobile Food Vendor License I, as a duly authorized agent of the applicant, do hereby swear and attest that all information provided herein is complete and accurate to the best of my knowledge. I and the applicant business agree to abide by all ordinances, rules, and regulations of the City of Alpharetta and acknowledge that City of Alpharetta personnel may enter my commercial property for purposes of inspection and to verify compliance with all applicable ordinances, rules, and regulations. I understand that any omissions of fact or false statements on this application shall void the Mobile Food Vendor License.

Authorized Agent Name (Please Print): _____

Signature: _____

Date: _____

The City of Alpharetta is required by Georgia Law to view and obtain a copy of Verifiable Identification (e.g. driver's license) at the time this application is submitted. As such, application must be made in person at the Community Development Department at Alpharetta City Hall, which is located at 2 Park Plaza, Alpharetta, GA 30009. Applications are accepted Monday through Friday from 8:30 AM until 3:30 PM.

CITY OF ALPHARETTA
PRIVATE EMPLOYER AFFIDAVIT PURSUANT TO O.C.G.A. § 36-60-6(d)

THIS AFFIDAVIT MUST BE NOTARIZED

By executing this affidavit under oath, as an applicant for an Business Occupation License as referenced in O.C.G.A. § 36-60-6(d), from the City of Alpharetta Georgia, the undersigned applicant representing the private employer indicated below verifies the following with respect to my application for the above mentioned document.

Printed Name Of Private Employer: _____

Section 1: Please select ONE of the following.

- Employs more than ten (10) employees (total employees for Individual, Firm or Corporation). *Please complete section 2 below and sign/notarize at the bottom.*
- Employs ten (10) or fewer employees (Individual, Firm, or Corporation). *Do not complete Section 2. Please sign/notarize at the bottom.*

Section 2: The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6(a). The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as listed below:

Federal Work Authorization User Identification Number

Date Of Authorization

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties allowed by such statute.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20__ in _____ (City) _____ (State)

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Printed Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20__

NOTARY PUBLIC

My Commission Expires

CITY OF ALPHARETTA
AFFIDAVIT VERIFYING LEGAL IMMIGRATION STATUS

THIS AFFIDAVIT MUST BE NOTARIZED

O.C.G.A. § 50-36-1 states that an agency or political subdivision providing or administering a public benefit shall require every applicant for such benefit to execute a signed and sworn affidavit verifying the applicant's lawful presence in the United States.

By executing this affidavit under oath, as an applicant for a City of Alpharetta public benefit, I hereby state the following with respect to my application for (please check one):

Occupational Tax Certificate (Business License)
(insert business name)

Mobile Food Vendor License
(insert business name)

Alcoholic Beverage License
(insert business name)

_____ I am a United States citizen. By executing this affidavit, the undersigned applicant verifies the applicant's lawful presence in the United States as the undersigned applicant is a United States citizen 18-years of age or older. The undersigned applicant has provided at least one secure and verifiable document,* as defined by O.C.G.A. § 50-36-2 with this affidavit.
OR

_____ I am a legal permanent resident. By executing this affidavit, the undersigned applicant verifies the applicant's lawful presence in the United States as the undersigned applicant is a legal permanent resident 18-years of age or older. The undersigned applicant has provided at least one secure and verifiable document,** as defined by O.C.G.A. § 50-36-2 with this affidavit.
OR

_____ I am a qualified alien or non-immigrant. By executing this affidavit, the undersigned applicant verifies the applicant's lawful presence in the United States as the undersigned applicant is a qualified alien or non-immigrant under the federal Immigration and Nationality Act, Title 8 U.S.C. with an alien number issued by the Department of Homeland Security or other federal immigration agency, and is 18-years of age or older. The undersigned applicant has provided at least one secure and verifiable document,** as defined by O.C.G.A. § 50-36-2 with this affidavit.

Applicant's alien number issued by the Department of Homeland Security Or other federal immigration agency

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20__ in _____ (City) _____ (State)

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20__

NOTARY PUBLIC

My Commission Expires

*Documents include a U.S. driver's license, U.S. passport, U.S. passport card or one of the other documents listed on the Attorney General's list of Secure and Verifiable Documents.

**Documents include a Permanent Resident card (from I-551), Arrival/Departure Record (form I-94), Employment Authorization Document (form I-766) or one of the other documents listed on the Attorney General's list of Secure and Verifiable Documents.

A complete listing of secure and verifiable documents is available through the Office of the Attorney General (GA) website:

<http://law.ga.gov/immigration-reports>.



CITY OF ALPHARETTA

MOBILE FOOD VENDING PRIVATE PROPERTY OWNER APPROVAL FORM

The regulations governing the operation of mobile food vendors within the City of Alpharetta are defined in [Chapter 10, Article X of the Code of Ordinances of the City of Alpharetta, Georgia](#). Section 10-312 stipulates that mobile food vendors who wish to conduct vending operations from any private property must provide information regarding the anticipated times of such operation as well as location information and the signed consent of the property owner.

Please complete this form for each private property upon which mobile food vending will occur. The completed and notarized form shall be submitted to the City of Alpharetta Department of Community Development, 2 Park Plaza, Alpharetta, GA 30009.

Section 1: Mobile Food Vendor Information

Business Name: _____

Owner's Name: _____

Owner's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Owner's Phone Number: _____ Owner's Mobile Phone Number: _____

Section 2: Property Information

Property Owner's Name: _____

Property Street Address: _____

City: _____ State: _____ Zip Code: _____

Property Owner's Phone Number: _____

Section 3: Property Owner Consent

By affixing my signature below, I, _____, hereby swear and attest that I am the legal owner of the property identified in Section 2: Property Information of this form and that I have the right and authority to grant usage of said property for purpose of operating a mobile food vending business. I, further, confirm that I have granted permission to the business identified in Section 1: Mobile Food Vendor Information of this form to conduct such mobile food vending business on the subject property.

Property Owner Signature: _____ Date: _____

NOTARY:

Personally appeared before me _____ who, under oath, states that he/she is the legal owner of the above listed property and is granting permission for use of said property as herein indicated.

Signature: _____

Date: _____ Commission Expires: _____