



## Community Development Department

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

<https://www.claytoncountyga.gov/government/community-development>

# Special Event Application

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## **Application Submittal/Supporting Documents**

See application requirements (provided)

## **Permit Required**

Special Event Permit

Building Permit for Tents (if applicable) –does not include pop up tents

## **Fees:**

A non-refundable application fee of \$25 shall be paid at the time of the application. Payable to Clayton County by cash, money order, or cashier's check.

The fee for a permit to conduct a special event shall be based on all services to be provided by the government for such event and shall be equal to the estimated actual cost to the government to provide such services. The initial permit fee shall be the aggregate of the estimated costs of such services calculated by each government department. If, at the conclusion of the event, the cost of government services is greater than the initial payment, the producer of the event shall be billed for the difference. Failure to pay the outstanding amount within 30 days of the billing date shall be a violation.

The initial permit fee must be paid in full prior to the issuance of a permit and no later than 72 hours prior to the date of the event.

No producer of any special event, except as otherwise provided for, shall be exempt from the payment of the appropriate fees and charges required under this chapter.

## **Reviews:**

Fire Department Approval

Police Department Approval

Environmental Health Approval

Transportation and Development Approval

## **Inspections:**

Fire Marshal inspection (for proposed tent use.)

## **Special Event Permit Issuance**

Event proceeds

# Commercial Building Permit Application Submittal Requirements



## Commercial Permit Types

	Required Documents																							
	Application	Site Plan	Survey	*Architectural/Engineering Plans (floor Plans, elevations & Materials)(3)	Fire Marshal Permit	*Environmental Health	Variance (If Applicable)	Grading Permit	*Water Authority	State License	Business License	Authorized Agent Form (If Applicable)	Driver's License Identification	Stamped Drawings (As Needed)	Engineering Structural Analysis	Engineering Letter (If Applicable)	Property Tax Verification	Refund Request Letter	\$500 Cash Bond	Event Route	Sign Face Dimensions	Property Owner Letter Of Authorization	Police Approval	GDOT / County T&D Permit
Accessory Structure	x	x		x	x		x			x	x	x	x			x								
Addition	x	x		x	x	x	x	x		x	x	x	x			x								
Apartment	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x							
Billboard	x	x		x			x	x		x	x	x	x	x		x						x		x
Building Shell (White Box/Shell (80%))	x	x		x	x		x	x		x	x	x	x											
C/O Only	x				x								x											
Condominium	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x							
Construction Trailer	x	x								x	x		x											
Contractor Registration	x									x	x		x											
Demolition Assessment	x											x	x											
Demolition not to Rebuild	x										x		x			x	x	x	x					
Electrical	x									x	x		x	x										
Fence	x		x																					
Fire Alarm	x				x					x	x		x	x										
Foundation Only	x			x						x	x		x			x								
Gas Reconnect	x									x	x		x											
Interior Tenant Finish (20%)	x			x	x	x			x	x	x	x	x											
Low Voltage	x									x	x		x	x										
Mechanical (HVAC)	x									x	x		x	x										
New Commercial Structures	x	x		x	x	x	x	x	x	x	x	x	x			x						x		
Plumbing	x									x	x		x	x										
Power Reconnect	x									x	x		x											
Renovations	x			x	x	x			x	x	x	x	x			x								
Sign - Wall	x		x				x				x		x									x	x	
Sign, Free Standing/Monument (Over 8 feet)	x		x				x				x		x	x		x						x	x	
Slab Only (Bldg., Elec, Plbg) *	x			x				x			x		x			x								
Special Event	x				x	x							x								x		x	x
Sprinkler System	x				x					x	x		x	x										
Swimming Pool	x	x		x				x			x		x											
Telecommunication Tower /Antennas	x	x						x		x	x		x		x									
Temporary Gas	x									x	x		x											
Temporary Parking Permit	x																							
Temporary Pole	x									x	x		x											
Temporary Power	x									x	x		x											
Temporary Sign	x										x		x									x		
Tent	x				x						x		x											

\*Water Authority: Approved letter for Environmental Compliance Review for Grease Trap and/or Sand Trap from the Water Authority is required  
 \*Environmental Health: Approved Plan is required for new structures and a signed letter for renovations during application in-take for food service structures  
 \* Commercial Slab Only is any combination of Slab, Electrical or Plumbing Permits.  
 \* First time contractor registration requires the state card holder to be present. A GA business license, driver's license & GA state license is required.  
 \*All commercial scope of work requires two (2) sets of construction plans including mechanical, electrical and plumbing submitted with each building permit application



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#### **Additional Information:**

**Special Event: The term “special event” or “event” shall mean any organized activity having as its purpose entertainment, recreation and/or education, such as a festival or celebration, foot or vehicle race, parade or march, rally or assembly which takes place on a public street, sidewalk or right-of-way, or occurs on private or government property and impacts government services on public rights-of-way.**

Such “special event” when it provides food sales and alcohol sales by vendors, shall constitute "an authorized catered function" as that term is used in O.C.G.A. § 3-11-2 et seq.

Vendor: Any person or persons who engage in the sale to the public of any food or food products, including beverages, both alcoholic and non-alcoholic, goods, services, or merchandise of whatever nature from any location, either mobile or stationary, on a temporary itinerant basis in connection with a special event.

- Application for your special event permit must be sixty (60) days prior to the commencement of the proposed event. No application shall be accepted earlier than one (1) year prior to the date of the event.
- No permit issued by C.C.C.D. shall be valid prior to or past the date of the special event for which it is issued.
- Food sales: The vendor of any food, whether hot or cold, as a part of a special event shall be subject to all rules and regulations of the county health department. It shall be the responsibility of the producer of an event to assure compliance with this section by any such vendors.
- Alcohol sales: The vendor of any beer and/or wine and/or distilled spirits as a part of a special event shall be subject to all applicable rules and regulations of the county and all applicable alcoholic beverage laws and regulations of the State of Georgia, specifically including O.C.G.A. § 3-11-1 et seq. It shall be the responsibility of the producer of an event to assure compliance with this section by any such vendors.
- Permit not required: Vendors authorized by the producer of an event as a component of the event shall not be required to obtain any separate vendors permit to operate during the period of the event. However, all other vendors, of whatever nature, not authorized as a participant in the special event shall obtain the appropriate licenses and permits as required under other applicable ordinances.
- Identification required: Any vendor authorized by the event producer shall be required to prominently display on his or her person a badge identifying the vendor as an authorized participant in the event. Such identification shall be not less than three inches by three



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*(Continued)*

inches, shall state that the bearer is an official participant in the event, and shall bear the signature of the producer of the event.

- Delineation of boundaries; preservation of areas for circulation: The outermost boundaries of the special event shall be fully and clearly delineated on a map, which shall be no smaller than  $8\frac{1}{2} \times 11$  inches in size, and attached to the application for a permit. All public streets and/or sidewalks within and adjacent to such area(s) or public rights of way on which government services are impacted shall be clearly identified. The director, or designee, shall require, as part of the approval for the event, that areas no less than five feet in width shall be designated and preserved for public circulation and access to adjoining business establishments outside the area(s) delineated for the event.
- Maps for walks or runs: The producer of a special event such as a walk or run, as to which the provisions of subsection (d) above would not be practicable, shall submit with the application for a permit a map, which shall be no smaller than  $8\frac{1}{2} \times 11$  inches in size, showing the exact route of the course for the walk or run.
- **ANY** food or beverage sales are required to obtain a Temporary Food Service application and Temporary Food Service Organizer package from Clayton County Board of Health. The packages are located here: <http://www.claytoncountypublichealth.org/envir-health/food-service/special-events-and-temporary-food-services.aspx>.



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Exhibit A:

#### Special Event Liability Waiver

##### Clayton County Code of Ordinance, Section 22-710 – Liability

**“The producer of any special event shall hold harmless the government of Clayton County, Georgia, its officers, employees and agents from liability of damages arising from any acts or omissions emanating from a special event. Proof of such waiver shall be filed with, and made a part of, the application form. The producer shall be responsible for providing any and all other insurance that may be necessary for any special event.”**

I, \_\_\_\_\_, Producer of the Special Event at  
(Name)

\_\_\_\_\_, have read and understand the Clayton County  
(Address)

Code of Ordinance, Section 22-710 pertaining to liability, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.



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Exhibit B:

**Verification of producer:**

**PRODUCER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Means of being contacted at all times: \_\_\_\_\_

Group, or organization, if any: \_\_\_\_\_

*Code of Clayton County, Georgia, Sec. 22-704: Special Event Permit shall be issued only to an individual person . . . and such individual will be solely and fully responsible for compliance with all provisions, including all financial requirements, of this chapter, and other applicable laws.*

I have received a copy of *Code of Clayton County, Georgia, Article X, Special Events*, and I have read it and understand it.

I freely and voluntarily agree to all of the obligations and responsibilities enumerated by the Article for a producer of a special event.

\_\_\_\_\_

(Producers Signature)

Sworn to and subscribed before me,

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Notary Public (Signature and Seal)



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*Exhibit B (continued):*

**Hold harmless agreement and waiver of producer:**

I freely and voluntarily agree to hold harmless, the government of Clayton County, Georgia, its officers, employees, and agents from liability of damages arising from any acts or omissions emanating from a special event.

I waive any rights I may otherwise have, arising from any such acts or omissions, both for myself, and for anyone else claiming through me.

\_\_\_\_\_  
(Producers Signature)

**Sworn to and Subscribed before me,**

this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**Notary Public (Signature and Seal)**



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Exhibit C:

**EVENT:**

Name of event: \_\_\_\_\_

Date(s) and time(s) of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

**Attach a map, no smaller than 8.5 by 11 inches in size, fully and clearly delineating the outermost boundaries of the special event, AND clearly identifying all public streets and/or sidewalks within and adjacent to such area(s), or public rights of way, on which government services are impacted, AND areas designated and preserved for public circulations, and access to adjoining business establishments outside the area(s) delineated for the event.**

**For a walk or run special permit, attach a map, no smaller than 8.5 by 11 inches in size, showing the exact route of the course for the walk or run.**

Number and type of vendors, if any, (specify for each whether food, including beer and/or wine and/or distilled spirits, or any merchandise or services of any type):

*\*Environmental Health Temporary Food Service Application and Organizer Package are required\**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach, for each vendor, a document showing approval and authorization in writing by the producer, for such vendors, and conditions, limitations, of such vendors, imposed in writing by the producer, which are in addition to those imposed by county, state, and federal laws, rules, and regulations, and the written designation of the location and activities of such vendors.**

If beer and/or wine and/or distilled spirits are permitted:

**Attach a map, no smaller than 8.5 by 11 inches in size, fully and clearly identifying the area(s), including all public streets and sidewalks within and adjacent to the area(s), where the consumption of beer and/or wine and/or distilled spirits is proposed.**

**NO AREA DESIGNATED FOR SUCH CONSUMPTION OF BEER AND/OR WINE AND/OR DISTILLED SPIRITS SHALL ENCROACH WITHIN THE DESIGNATED PUBLIC CIRCULATION.**



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Exhibit D:

**Special Event Noise Ordinance Acknowledgement**

**Clayton County Code of Ordinance - Section 22-716 - Entertainment**

**“Musical entertainment shall be provided in a manner consistent with the peace and good order of the community. The producer of the event shall be responsible for full compliance with the noise ordinance.”**

**Clayton County Code of Ordinance - Section 22-722 – Cessation of Activities**

**“The safety, health, welfare and good order of all citizens and the community shall be first and foremost and every special event shall be conducted in such manner. The chief of police may terminate any activity, whether a part of or the entire event, which does not meet this community standard. Upon notification of the event producer in person by the chief of police to cease any activity, it shall be unlawful for such producer and/or any participants to permit such activity to continue.”**

I, \_\_\_\_\_, Producer of the Special Event at  
(Name)

\_\_\_\_\_, have read and understand the Clayton  
(Address)

County Code of Ordinances, Section 22-716 and Section 22-722 pertaining to the

Clayton County noise ordinance, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.



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## Property Owner(s) Authorization

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I, \_\_\_\_\_ swear and affirm that I am the owner of the property  
(Property Owner's Name)

at \_\_\_\_\_, as shown on the Tax Map and/ or deed  
(Property address or parcel number)

Records of County, Georgia.

I hereby authorize \_\_\_\_\_ to act as the applicant or agent in  
(Applicant Name)

pursuit of a special event requested on this property.

\_\_\_\_\_  
(Signature of Property Owner)

Personally appeared before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission expires on\_\_\_\_\_.

\_\_\_\_\_  
(Notary Signature/ Seal)

\_\_\_\_\_  
(Date)



## *Clayton County Fire & Emergency Services*

*Tent Request – Fire Marshal approval*

*No inspection required*

\_\_\_\_\_ There will **not** be a commercial tent in use

\_\_\_\_\_ Pop up tent(s) only

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*Inspection required*

\_\_\_\_\_ **There will be a commercial tent(s) in use.**

*When set up is complete a representative must request a tent inspection **24 to 48 hrs** before day of event*

**visit website: [Inspections.ccfes.org](http://Inspections.ccfes.org)**

### TENT REQUIREMENTS

- ! The tent(s) must include two widely separated paths of exit.
- ! The tent(s) must meet the requirements of NFPA 701: tents must have a label attached which reflects this.
- ! You must give the Fire Marshal a copy of documentation stating that tent(s) material meets required flame resistance rating.
- ! Stake lines must be a minimum of 10' apart.
- ! Fire code requirements related to bringing vehicles inside a building must be addressed with management in a meeting with the Fire Marshal's office prior to the event.
- ! There must be an interior clearance of 3 feet between the tent fabric and any contents.
- ! One(1) 2A5BC extinguisher is required with a travel distance of 75' or less from any portion of any tent to an extinguisher.

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*Event Representative Signature*