



**SANDY SPRINGS**  
COMMUNITY DEVELOPMENT

**TEMPORARY USE PERMIT APPLICATION**

<b>TYPE OF PERMIT (CHECK ONE)</b>		
<b>For submittal requirements for each permit type, see attached checklists</b>		
<input type="checkbox"/> Temporary Office (7.9.7.)*	<input type="checkbox"/> Cell on Wheels (COWs) Antenna (7.9.2.)	
<input type="checkbox"/> Temporary Structure (7.9.9.)*	<input type="checkbox"/> Goat/Sheep Yard Maintenance (7.9.4.)	
<input type="checkbox"/> Manufactured Home (7.9.1.A.)*	<input type="checkbox"/> Donation Bin or Trailer (7.9.3.)	
<input type="checkbox"/> Model Home (7.9.5.)*	<input type="checkbox"/> Temporary Fireworks Retail Sales (7.9.8.)	
*: A building permit will be required for these uses		
<b>ADMINISTRATIVE FEES</b>		
All Temporary Use Permits	\$50	
Site Inspection (if applicable)	\$75 each	
<i>Please be advised, Fire Department and Health Department Approval may be required. To schedule a Fire Dept Inspection, please call 770-730-5600. Fulton County Health Department is 404-332-1808.</i>		
<b>APPLICANT'S INFORMATION</b>		
Name of Business or Applicant:		
Business License # and City/State where issued:		
Address of Use:		
City:	State:	Zip:
Business or Applicant Address:		
City:	State:	Zip:
Representative Name (24-Hour Contact):		
Phone #:	Email:	Fax #:
<b>CONTRACTOR'S INFORMATION</b>		
Contractor's Name:		
Agent Name:		
Contractor Address (If other than above):		
City:	State:	Zip:
Contractor Phone:	Cell/Home Phone:	Fax Phone:
Email:	Business License #:	Trust Account #:
<b>SITE PLAN REQUIREMENTS</b>		
<input type="checkbox"/> Project name and address, subdivision name and lot number (if applicable), land lot, district, and zoning.		
<input type="checkbox"/> Key and/or legend and site location map with North arrow and scale of drawing.		
<input type="checkbox"/> Street address		
<input type="checkbox"/> Boundary of subject property and location of any existing/proposed structures and parking areas		
<b>ADDITIONAL REQUIREMENTS</b>		
<input type="checkbox"/> On a separate sheet, provide a narrative describing the proposed temporary use ensuring compliance with the appropriate requirements for the specific use outlined in Div. 7.9.		
<input type="checkbox"/> Refer to Div. 7.9. and Sec. 11.5.5 of the Development Code for more requirements assigned to the specific use.		
Please submit completed application and supporting documents at <a href="https://build.sandyspringsga.gov">https://build.sandyspringsga.gov</a> .		