

Special

Events



The City of Stonecrest welcomes and encourages Special Events. Special Events build a sense of community and creates an environment that fosters civic pride. Special events may include but are not limited to such activities as arts festivals, fairs, concerts, holiday celebrations, runs, walks, and parades. Individuals or groups wishing to hold events on public property, or on private property within the City limits, including City parks, must obtain a Special Administrative Permit from the City of Stonecrest. Applicants must submit applications no later than **ninety (90) days prior** to the proposed event. The review timeframe begins after the date of application acceptance by city staff. In making this request, the applicant understands that the sponsor will hold harmless and indemnify the City of Stonecrest, its officers, employees, and agents against injury, loss or damage occurring because of this special event.

SUBMISSION DOES NOT GUARANTEE APPROVAL

Check List

In making this request, the applicant understands that the sponsor will hold harmless and indemnify the City of Stonecrest, its officers, employees, and agents against injury, loss, or damage occurring because of this special event. Sponsors of special events will be required to provide Liability Insurance in an amount not less than \$1 million dollars, naming the City of Stonecrest, its officers, officials, employees, and agents as an additional insured party to the contract. For additional information regarding this requirement, please contact the City of Stonecrest Planning and Zoning Department at 770-224-0200.

Before submitting this application, please include: (as appropriate)

Helpful Contacts

City of Stonecrest (Planning and Zoning)
(770) 224 – 0200

City of Stonecrest Parks & Recreation
(470) 552 – 7275

[Georgia Department of Revenue](#)
(Additional info on Alcohol Permits)

Staff may require the submission of additional documents that are not listed on the checklist for review.

Item	
Pre-Application Meeting	
Letter of Intent	
Application/Hold Harmless	
Site Plans (including locations for First Aid, trash/sanitation, restrooms, crowd control, tents, banners, signs, etc.)	
Property Owner Affidavit and Letter of Approval	
Parking Plan	
Traffic Mitigation Plan (if closing roads or impacting traffic)	
Parade/Race Route (if applicable) - Parade Permit from DKPD - Right of Way Permit for Road Closure Approval	
Fireworks Information (type of fireworks, map of set-up and fall-out area, and license of operator)	
DeKalb County Fire Marshall Approval (Submission of Q&A sheet, site plan, traffic mitigation plan, etc. to the DeKalb County Epermit and ProjectDox portal for review)	
Copy of DeKalb County EMS or EMS Provider agreement and/or receipt for services	
Portable Restroom Quote and/or Receipt	
Copy of DeKalb County Police Department agreement and/or receipt for services	
DeKalb County Temporary Food Service Permit application submission receipt or Exemption Letter	
Sponsor's information for the pouring and serving of alcoholic beverages (if applicable)	
Apply for Sign Permit (if applicable)	
Communication/ Advertising Plan	
Certificate of Liability Insurance with the City of Stonecrest as a Certificate Holder	
Upload all required and requested documents to the online CITIZENSERVE portal for review	

Submitting the Application

Prior to submitting the application, you shall contact the Planning and Zoning Department to schedule a Pre-Application Meeting. Your completed permit application must be received no later than **ninety (90) days prior** to the actual date of your event. Keep in mind that submission of an application, permits, and deposit is in no way to be construed as approval or confirmation of your event.

Following Application Approval

Approval of your application does not automatically reserve City resources or staff. It is the event organizer's responsibility to coordinate the necessary resources to ensure event success. Due to an unforeseen circumstance, your event could be impacted. Please stay in contact with the city throughout your planning process.

Possible Reasons for Denial of Application and Permit

The City reserves the right to deny a request for a Special Administrative Permit for any reason, including, but not limited to:

- The event will disrupt traffic within the city beyond a practical solution.
- The event will unreasonably interfere with access of firefighting equipment and fire hydrants, or other first responder needs.
- The location of the event will cause extreme hardship to adjacent businesses or residents.
- The event will require the diversion of enough City employees that allowing the event would unreasonably deny service to the remainder of residents. This includes City Holidays.
- The event will interfere with another event for which permits have been issued.
- The application, permits and application fee were not properly submitted.
- A reoccurring event that did not leave the site clean, pay for City services, notify surrounding businesses and residences, or in any way disregard the application and permits requirements.
- Anything the City of Stonecrest deems unsafe.
- Failure to comply with any federal, state, or local law, ordinance(s) or guideline(s).
- Failure to submit City of Stonecrest Special Administrative Application or Permit requests a minimum of 90 days prior to the event date.
- Estimated attendance and event is too large for the requested venue.
- The event may interfere with other City activities or use of the facilities by City residents.
- Failure to coordinate with appropriate City departments.

Key Points

Alcohol: City of Stonecrest Code [Chapter 4 – Alcoholic Beverages](#) authorizes sponsor partnership with a business to apply for a temporary alcoholic beverage license for two (2) events annually for a period of one day per event. If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance. Please submit the following documents along with your special event application:

Sponsorship from any DeKalb County business or Alcoholic Beverage Caterer holding a valid local and state alcohol On-Premises license.

- Must provide list of employees handling and serving alcoholic beverages.
- Must provide list of alcohol distributors (who are responsible for paying our jurisdiction wholesaler's excise tax).
- Each employee must provide state photo ID or driver's license.
- Each employee must provide a valid pouring license issued by DeKalb County.
- The permit can only be issued to the business sponsoring the event.
- Local and State Pouring license if using a stand-alone Alcoholic Beverage Catering Company.

Enforcement: DeKalb County Police or Stonecrest Recreation and Parks staff may request that a resident or event participant leave any park or public facility for violation of rules and regulations.

Event Location: Applicants must provide an aerial view Site Map of your event. Your map should clearly show where activities and inflatables will be placed, event entry and exit, water stations, portable restroom locations, sags stops, start/finish sites. If applicable, please provide a separate aerial view map detailing traffic and/or shuttle plan Routes. Surrounding businesses that will be impacted by the event must be notified and proof of notification must be attached to the application.

Event Signs: Permits are required for temporary signs and banners and are a separate approval process managed by the Planning and Zoning Department. The Sign Permit application can be completed on the [Citizenserve Online Portal](#). No signs may be affixed to trees, buildings, or street fixtures or placed in the City's rights of way. Applications including signage must submit sign descriptions on the site plan to include the number of signs/banners, location, size, and height of each on the application. If you are requesting permission to place signs on private property, please include a permission letter from each respective property owner. See [Sec. 21-73. - Special event signs](#) and [Sec. 21-81. – Banners](#) of the City's code for additional information.

Tents & Stages: Tents and stages are considered temporary structures. Please contact the City of Stonecrest Planning and Zoning Department (770-224-0200) prior to applying for this special event permit for any *additional* inquiries.

Fireworks: Fireworks are not permitted without prior approval from the DeKalb County Fire Marshal Department. Event organizer must set up an inspection with the DeKalb County Fire Marshal and include documentation of said scheduled inspection.

First Aid and Medical: Events may require the provision of first aid and medical personnel.

Food Service & Vendors: If you plan to have food vendors selling items (including food trucks), permits are required from the DeKalb County Board of Health. Contact the DeKalb County Board of Health for exemptions.

Additionally, all food trucks and food vendors must obtain a Special Administrative Permit with the City of Stonecrest.

Hours: According to [Sec. 4.3.2. - Duration, frequency and hours of operation of temporary outdoor uses](#), event activities must cease at 9:00 p.m. Monday – Thursday and Sunday. Event activities must cease by 10:00 p.m. on Friday and Saturday. Loudspeakers, amplified music, bullhorns, or public address systems during event hours are strictly regulated. Start times before 8 a.m. require special approval. Set up and tear down may occur outside of event hours, subject to approval by the City. Desired start times should be included and submitted for approval.

Noise: Applicants must comply with the City's Noise Ordinance. The City's Noise Ordinance can be found at this [link](#). Failure to comply with the City's Noise Ordinance may result in the early termination of your event and revocation of your permit.

Permit posting: Special event permits should be posted at greeting areas or main entrances at events. Event producers should keep in mind they may be asked, by City staff, to show proof of permit during the event.

Sanitation: Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the city and the costs charged to the applicant.

Portable Restrooms: The Georgia Department of Public Health regulates temporary portable sanitation units and persons engaged in the business of furnishing, renting, or servicing these units, including portable hand-washing facilities, under Rules of the Department of Public Health Chapter 511-3-6.

Security: Events require the hiring of police officers to provide for security and/or traffic control.

Smoking: Smoking is not permitted in/on any public facility.

Traffic and Parking: On-site event parking is permitted in designated areas only. The Fire Marshal requires that all entries, exits, and fire lanes be maintained. A complete traffic plan (with parking and shuttle information) is required, and events held on private property should provide parking in private parking areas.

Insurance: Insurance shall name the City of Stonecrest (including its officers, officials, employees, and agents) as an additional insured party to the insurance contract. A copy of said documents must be provided to the Parks and Recreation Department upon completion of this application (if applicable).

Event Promotion: Advertising for your event is not permitted until you receive a Special Administrative Permit by the Planning and Zoning Department. The sooner you submit your application and provide any supporting documents for approval, the sooner you can advertise your event.

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Security

As an Applicant, you are required to provide a safe and secure environment for your event. This is accomplished through pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment. The size, time of day, and location of your event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through your security plan. The number of officers and length of time required is determined based on several factors including (but not limited to) road closures, alcohol served at the event, time of day, type of event, and estimated attendance. You are strongly encouraged to contact the Dekalb County Police Department as early as possible during your planning efforts to discuss security requirements, pricing, and logistics. Please contact Dekalb County Police Department to arrange for off-duty officers.

Medical

The City of Stonecrest Planning and Zoning Department has final authority to determine event medical services requirements. Please let us know if you would like to provide your own services and we can review. Please include the location of First Aid and Medical Services in your event site map/route plan. Dekalb County Police Department will provide assistance in arranging for off-duty EMS personnel, for which there may be a cost.

Event Parking/Shuttle Plan

It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors. As an event contact(s), you should develop parking and/or shuttle plans that are suitable for your event site and logistics. You must always include accessible parking and/or access points in your event plans for attendees, while always leaving accessible parking for surrounding businesses and residents. The City of Stonecrest may require your event to provide staff on-site or hire an off-duty police officer to ensure compliance with the approved parking plan.

Road Closure/Event Notification for the Public

The type of event that you are hosting determines the level of Police and Fire presence required. We will work with you to address security and safety concerns but reserve the right to make the final ruling on any security and safety-related decision. If your route or event is approved, as the event organizer, you are responsible for notifying all businesses and residences along the route or event area and providing all equipment and labor to accomplish the closing. The permittee is required to furnish all traffic control devices. City traffic control devices will not be provided for the event. The City requires the submission of a [Right of Way](#) permit to the CITIZENSERVE portal for this request to be reviewed by our Engineering department. **(Note: Public Road closure and/or event notification is a very important part of the planning process. Omitting this process may affect the approval of future event applications.)**

Event Cancellation (City-owned Parks Events Only)

If the event is not held for any reason after reservation of the date and location, we will issue a refund to the event organizer minus 10% of the deposit amount paid. The event organizer is responsible for notifying the Parks and Recreation Department, the public, all reserved police/fire, and vendors of event cancellation.

Road Races

A clear & legible map showing walk/run routes will be required on your site plan. Applicants must apply for a Parade Permit with the DeKalb County Police Department. Please contact the planning and zoning department to be referred to a representative for submission.

Submitting Your Permit Application

To complete your application process, send all the above required information to the [Citizenserve Online Portal](#). This includes your event description, newspaper ad, road closure description, list of businesses and/or residents notified, and road closure map. Once ALL these steps are completed, we will list the information on the Event Calendar and Project Reviewer of the City of Stonecrest's website to further notify the public.

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Event Summary

Event Title:	
Event Description And Purpose:	
Event Location:	☐ Fairington Park ☐ Southeast Athletic Complex ☐ Browns Mill Park ☐ Salem Park ☐ Panola Shoals ☐ Browns Mill Recreation Center ☐ Gregory Mosely Park ☐ Other Note: if you are planning a special event (especially runs, walks, festivals), please be aware of ongoing road construction in that area. This work could impact previously used roadways. Please check in advance to make sure your location is available for use.
Event Type: (Check all that apply)	☐ Run/Walk ☐ Parade ☐ Fair/Carnival ☐ Concert ☐ Festival ☐ Other:
Property Address:	
Is a road or driveway closure requested?	☐ Yes ☐ No
Are you:	☐ Serving Alcohol ☐ Using Fireworks ☐ Setting up tents ☐ Using Amplified Music
Requested Event Date:	First Choice: _____ Second Choice: _____
Times:	Event Start: _____ Set Up Begins: _____ Event End: _____ Clean Up Ends: _____
Is this an annual event? If yes, how many years? Where was the event held in prior years?	☐ Yes ☐ No
Estimated Attendees:	

Note that completion of this application does not approve your event for this year or subsequent years.

Contact Information

The organization contact must be the person in charge of management and is responsible for the event. The applicant contact must be a representative of the organization who has been authorized to plan the event. The applicant must be available to work closely with the City's Special Events Committee for reserving City resources and staffing.

Organization/Company Information

Organization Name:	
Contact Name(s):	
Street Address:	
Primary Contact Work Phone:	
Primary Contact Cell Phone:	
Primary Contact Email Address:	
Is this organization a commercial entity?	☐ Yes ☐ No
Is this organization a nonprofit entity?	☐ Yes ☐ No <i>If yes, attach copy of IRS 501(c) tax exemption letter</i>
Are admission, entry or participation fees required?	☐ Yes ☐ No <i>If yes, provide detailed amounts.</i>
Are vendor or other fees required?	☐ Yes ☐ No <i>If yes, provide detailed amounts.</i>

Special Planning Items

Will the event require the use of fireworks?	☐ Yes ☐ No <i>If yes, provide details on the type of fireworks, map of set-up and fall-out area, and license of operator). Also provide copy of permit.</i>
Will a tent or tents be installed?	☐ Yes ☐ No If yes, what size? _____ ft X _____ ft Total Number of Tents: _____
Will a stage or stages be installed?	☐ Yes ☐ No
DeKalb County Fire Marshal Inspection date/time/inspector name:	<i>Please contact the DeKalb County Fire Marshal to schedule your inspection.</i>
Will this event require signs/banners?	☐ Yes ☐ No <i>If yes, provide location, size, height, and number of signs/banners and a copy of the Sign Permit</i>
Will your event require the closing of any streets or parking lots in the City? <i>This request requires the submission of a Right of Way permit for review.</i>	☐ Yes ☐ No <i>If yes, attach a written description and map of all roads to be closed including closure times and methods.</i> List any street(s) and parking lots to be closed. Requested road closed: _____ to _____
Will you be serving food? <u>All Food Trucks and Food Vendors must obtain a Special Administrative permit for legal operations in the city.</u>	☐ Yes ☐ No <i>If yes, describe how food will be prepared.</i>
Does your event include inflatables, carnival rides and activities provided by a 3rd party vendor?	☐ Yes ☐ No <i>If yes, please provide a copy of vendor insurance naming the City of Stonecrest (including its officers, officials, employees, and agents) as an additional insured party</i>

Safety and Security

Please describe your security plan, including crowd control, internal security, and venue safety.	<i>Please contact Dekalb County Police Department to arrange for off duty officers.</i>
If applicable, name of licensed professional security company you plan to hire.	

Medical

Have you hired a licensed professional emergency medical service provider to develop and manage your event's medical plan?	☐ Yes ☐ No
Please describe your medical plan, including your communications plan, number, certification levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and the way they will be managed and deployed. Include set up and tear down times for medical areas.	
If applicable, name of licensed professional medical service provider you plan to hire.	

Sanitation Plan

Please describe your cleaning and sanitation plan in detail. <i>(Please do not assume the City of Stonecrest staff will manage your sanitation needs.)</i>	<i>Include name and number of person responsible for sanitation during the event, number of trash and recycling receptacles, the date trash will be removed from location.</i>
Portable Restrooms:	Number of portable restrooms: _____ Date & Time: Drop Off _____ Pick up _____

Communications/ Advertisement Plan

When do you plan to begin promoting your event?	
Please describe your communications/advertising plan.	
Please include attachments of all print advertising material:	

Submission

Producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit. The applicant, and if applicable, the professional event contact, must complete, sign, and date this application and submit it along with a copy of a valid Georgia driver’s license to the [Citizenserve Online Portal](#).

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and I have read, understood, and agreed to abide by the rules and regulations governing the proposed special event under the City of Stonecrest Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager’s designee. I agree to comply with all other requirements of the city, county, state, federal government, and any other applicable entity that may pertain to the use of the event venue and the conduct of the event. If a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Organization, am also authorized to commit that Organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Stonecrest,

As a condition to the issuance of a temporary Special Event Permit, the licensee shall indemnify and hold the City harmless from claims, demand, or cause of action which may arise from activities associated with the special event.

I, _____, Applicant, do solemnly swear subject to criminal penalties for false swearing, that the statement and answers made by me to the foregoing questions in this application for a City of Stonecrest Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license.

_____	_____	_____
Applicant Name (please print)	Applicant Signature	Date

Supporting Documents

* See individual attachments



TEMPORARY FOOD SERVICE EVENT ORGANIZER APPLICATION

IT WILL BE THE ORGANIZER'S AND/OR PROPERTY OWNER'S RESPONSIBILITY
TO ENSURE THAT ONLY VENDORS PERMITTED BY THE HEALTH AUTHORITY
SHALL PARTICIPATE IN THE EVENT.

Organizer's Name: _____ Organizer's Phone: _____

Organizer's Address: _____

Organizer's E-mail Address: _____

Property Owner's Name and Phone Number: _____

Onsite Coordinator's Name and Phone Number (if different from Organizer): _____

Event Name: _____

Event Address: _____

Set Up Date: _____ Set Up Time: _____ AM / PM

Event Begin Date: _____ Event Begin Time: _____ AM / PM

Event End Date: _____ Event End Time: _____ AM / PM

If event is longer than one (1) day, please provide daily operating schedule on a separate page

ANY UNAUTHORIZED OR UNPERMITTED VENDOR FOUND PARTICIPATING IN AN EVENT
SHALL BE CHARGED WITH A VIOLATION OF DPH RULE 511-6-1-.02(1)(a) AND ORDERED BY
THE ORGANIZER OR PROPERTY OWNER TO LEAVE THE EVENT PREMISES.

How many food vendors are expected to participate in this event? _____

(Please provide a list of food vendors that will be participating in the event/celebration to the Local Health Authority. See Attachment "A")

Expected number of patrons (total): _____ Expected average of patrons per day: _____



TEMPORARY FOOD SERVICE EVENT ORGANIZER APPLICATION

WATER SUPPLY:

1. In what manner will potable water be obtained from an approved source? (Check all that apply)

- ☐ Public Water System ☐ Drilled well that meets EPD Drinking Water Standards (attach test results)

Provide details on how the water is obtained (Check all that apply):

- ☐ Vendor is completely responsible for their own water supply ☐ Bulk commercial supply (bottled)

- ☐ Onsite water faucet ☐ Onsite direct water connection (trailer inlet)

- ☐ Other: _____

2. Source of bottled water (both individual bottle and bulk supply)? _____

TOILET FACILITIES: *It is the responsibility of the event organizer to ensure a sufficient number of portable sanitation units are available on-site to prevent a prohibited discharge of sewage or cause a public health nuisance. Event organizers and property owners are also responsible for ensuring all portable sanitation units are serviced at least once every seven days, or more frequently if usage requires (see attached DPH brochure, "Portable Sanitation Information for Event Organizers and Construction Site Owner")*

1. What will be used for toilet facilities at the event? (Check all that apply):

- ☐ Central supplied facilities ☐ Portable toilets

2. Will general public handwashing facilities with soap running water be available? (Not required outside food vending booths, but *highly recommended* to reduce public health risks of disease outbreaks.)

- ☐ Yes ☐ No

WASTE DISPOSAL (Solid and Liquid)

1. What type of container(s) will be used for solid waste disposal at the event? _____

2. How will you dispose of liquid waste? (e.g., grease from fryers, catch basins/water waste tanks from food vendors, portable toilet pump outs, etc.) _____

3. How often will the solid and liquid wastes be removed and by whom? _____



TEMPORARY FOOD SERVICE EVENT ORGANIZER APPLICATION

GENERAL SITE PLAN: *In the space below, or on a separate page, please provide a generalized site plan depicting the locations of the food vendors, toilet facilities, general public handwashing facilities (if provided), solid and liquid waste containers, animal enclosures, walkways, roads through the event, etc. and approximate distances. Please indicate if the pathways/roadways through and around the event are paved or unpaved.*



TEMPORARY FOOD SERVICE EVENT ORGANIZER APPLICATION

STATEMENT: I hereby certify that the above information and any attached forms and documents are correct, and I fully understand that in accordance with DPH Rule 511-6-1-.08(2)(a)4(i) through(iii), and DPH Chapter 511-3-6, I am responsible for the following:

- a. At least 30 days prior to the event/celebration, I will provide to the Local Health Authority a list of food vendors who will be allowed in the temporary event/celebration;
- b. To ensure that only vendors permitted by the Local Health Authority are allowed to participate in the temporary event/celebration; and
- c. To require any unauthorized or un-permitted food vendor found participating in the event to immediately leave the event premises; and
- d. To ensure a sufficient number of portable sanitation units are available on-site (if central toilet units are not available or not sufficient) to prevent a prohibited discharge of sewage or cause a public health nuisance; and
- e. To ensure all portable sanitation units are serviced at least once every seven days, or more frequently if usage requires.

Additionally, I understand that non-compliance with the requirements listed above are considered to be violations of DPH Chapter 511-6-1 and DPH Chapter 511-3-6, and I may be subject to legal action as deemed necessary by the Local Health Authority.

Organizer's Signature: _____ **Date:** _____

DPH Rules and Regulations

The Georgia Department of Public Health regulates temporary portable sanitation units and persons engaged in the business of furnishing, renting, or servicing these units, including portable hand washing facilities, under Rules of the Department of Public Health Chapter 511-3-6.

All portable sanitation units must be furnished and maintained by a certified contractor or company. It is the responsibility of the event organizer or the construction site owner to ensure a sufficient number of portable sanitation units are available on-site to prevent a prohibited discharge of sewage or cause a public health nuisance. Event organizers and property owners are also responsible for ensuring all portable sanitation units are serviced at least once every seven days, or more frequently if usage requires.



Portable Sanitation Units for Special Events Planning

** If alcoholic beverages are to be served, add 25% to the base number.*

AVERAGE CROWD SIZE	AVERAGE HOURS AT THE EVENT									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

Minimum Number of Portable Sanitation Units at Construction Sites

NUMBER OF WORKERS	MINIMUM NUMBER OF UNITS SERVICED WEEKLY
20 or less	1 toilet per 20 workers
21 or more	1 additional toilet per 40 workers
200 or more	1 additional toilet per 50 workers

**The number of portable sanitation units required shall be determined by the maximum number of workers present on a regular 8 hour shift. Shifts lasting longer than 8 hours (40 hour work week) should double the number of portable sanitation units.*

Planning

Proper portable sanitation planning is essential to the coordination of a safe and successful special event. Considerations during the planning process should include:

Type of event – Events that last throughout the day and into the evening will require more units than events that last for only a couple of hours. Also, if food will be served at an event, hand-washing stations should be considered in order to reduce the risk of disease transmission through hand to mouth contact. Portable sanitation units should be located as far away from food service vendors as practical.

Number of attendees and duration of the event – An event for a large mass gathering of people will require more portable units than a small group of people. *See the included table for estimating the number of portable units required for an event or construction site.

Food and beverage type and location – If alcoholic beverages are being served, the number of portable toilets should be increased by 25%.

Outside temperature – On hot days, visitors will consume more drinks and make more trips to the lavatories. More units should be considered for such cases.

Event layout and topography – Portable toilets should be placed on flat surfaces in a strategic position that allows easy access by the public and large trucks that service the units.

Current listings for certified portable sanitation contractors and companies can be found at www.dph.georgia.gov

Background

Large gatherings of people in relatively small areas for extended periods of time may elevate the risk of disease outbreak. In many of these situations, there are not enough restroom facilities at the site to accommodate a mass gathering. Proper measures must be employed to ensure enough sanitary facilities are present to meet the needs of the public, and to ensure the safe and timely disposal of sanitary wastes. Portable sanitation units can provide for this need. If portable sanitation units become overcrowded and neglected, especially at events involving food consumption, the risk of a disease outbreak is only increased. It is, therefore, imperative to take the time to develop a plan for the safe and effective placement, storage and disposal of sanitary wastes at special events in such a way as to reduce the risk of disease outbreak and protect public health.

For additional information, please contact your local county health department, or visit our web page: www.dph.georgia.gov

County: _____

Contact: _____



Portable Sanitation

*Information for Event Organizers
and Construction Site Owners*



Outdoor Events (Q & A)

1. When will the event take place, and during what hours of the day?
2. What is the most probable number of persons anticipated to attend this event per session?
3. Who are expected to attend this event: adults and children or just adults?
4. If expecting over 1000 persons for the gathering, will there be any security personnel at the event for crowd control who has been trained for such an occasion? If so how many?
(IFC 2018 408.12.3 below for the requirements)
5. Is the property where the event will take place private or public? Yes No Has a letter of permission been obtained by the owner of the property?
6. How many **Portable Sanitation Units** (PSU's or portable toilets) will be provided or will there be plumbing facilities within 500 feet of the event available for the attendees? *See footnotes – a and b*
7. During the time of the event, will the area surrounding the vendor and PSU's be well lit during the evening hours when the sun has set? What provisions have been made for this?
8. Will there be any hand-washing stations available near the PSU's? Yes No
9. Will this be an event for more than one (1) day? If so, has service arrangements being made to pump-out the PSU's, and will the PSU's be located so as to provide a vehicle access path to service them?
10. Will there be any vendor stations? If so will any of the vendor stations serve food to the attendees? If so, has provisions been made for a separate toilet and hand-washing facilities for the food handlers?
11. Will alcohol be served at this event? Yes No
12. Will this event be fenced in on all sides? If so, what is the size of entry/exit gate openings?
13. Will there be any membrane structures such as tents (enclosed on all four sides) or canopies (tents open on all four sides)? If so what will the size be, how many, what is the separation distance between them and any other structure? Provide product data on tents/canopy structures. (See Temporary Tents and Membrane Structure below)
14. Will there be a mobile stage at the event? If so, provide manufacturer's specification for the model that will be used.

15. Did you review the Zoning Ordinance of DeKalb County section 27.4.3 "Temporary Use Regulations? ___

footnotes: a. minimum toilets - at least 1 per 75 males up to 1,500, 1 per 40 females up to 1,520, or 1 for every 60 persons in attendance. b. If within 500 feet of an existing toilet facilities, signs with directions to the restrooms known to be open shall be provided. (IBC section 2902)

SPECIAL EVENT PERMIT

All applications and plans must be submitted through the [Citizenserve Online Portal](#)



Property Owner(s) Notarized Certification

The owner(s) and/or sponsor acknowledge that this form is correct and complete. By completing this form, all owners of the subject property certify that they authorize the use of the parcel located at the address listed below.

Property Owner			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	
Sworn to and subscribed before me this _____ day of _____, 20____			
Notary Public:			

Additional Property Owner (if applicable)			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	
Sworn to and subscribed before me this _____ day of _____, 20____			
Notary Public:			

Additional Property Owner (if applicable)			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	
Sworn to and subscribed before me this _____ day of _____, 20____			
Notary Public:			