



DATE OF EVENT: _____

Seasonal /Temporary Outdoor Sales or Event APPLICATION

\$50.00 APPLICATION FEE NON-REFUNDABLE CASH, CHECK, OR MONEY ORDERS ONLY

PLEASE NOTE: Titleholder is the Property Owner / Manager and Applicant in the Business / Nonprofit requesting the event or temporary sign.

- The applicant must submit this application with all the required documentation as follows:
- The applicant must possess an Occupational Tax Certificate to conduct business operations in Hiram.
- Completed application
- A copy of the applicant's current driver's license.
- **Notarized** S.A.V.E. Affidavit by applicant.
- **Notarized** E-Verify Affidavit
- **Notarized** signature of titleholder of property
- Plat or drawing of the property showing where the event/sales will be held, approved by the Paulding County Fire Marshal-770-222-1160. For events on the Corridor Overlay, please request a copy of the Corridor Overlay Ordinance from the City Clerk to make sure you are in compliance with the requirements.
- If you plan to have vendors at the event, please provide a list of them, including their name, activity that will be performed, and their contact information. They must be permitted separately.
- ***If the application is incomplete or missing required documentation upon review by the staff and City Operations Manager, it will not be processed until all the necessary documentation is provided***
- Certain events may require additional permitting:
- Any type of construction & tent inspections: Call Paulding Building Department 770-443-7571
- Signs may require permitting from the City of Hiram 770-943-3726 ext. 2004
- Firework Sales require permitting from the Paulding County Fire Department 770-222-1160 for scheduling
- **IT IS THE BUSINESS OWNER'S RESPONSIBILITY TO BE KNOWLEDGEABLE OF ALL STATE AND LOCAL REGULATIONS FOR YOUR TYPE OF EVENT.**
- Permits are issued on a case-by-case basis for a maximum of four (4) times in a calendar year, per property.
- Your permit is issued upon review and approval of the City Manager. Each renewal will require a completed application and application fee to be submitted. **30 days** is the maximum allotted time for any issued permit.
- **YOUR PREVIOUS APPLICATION WILL NOT BE USED FOR RENEWAL OR SERVE AS AUTOMATIC RENEWAL AT THE END OF THE PERMITTED PERIOD.**
- This application may only apply to one location and is non-transferable.
- The permit can be revoked by the City of Hiram Staff or Hiram Police Department if found to be in violation of the permit rules and/ or the City of Hiram Zoning Ordinance and your event may be canceled by The City.
- Permits issued must be posted in a visible location at your place of business or event. If your event is in the parking lot the permit must be visible to all working City of Hiram staff for review at any time during your event.
- A viable permit is signed by the City Operations Manager and is sealed with the City of Hiram Seal. Photocopies cannot be used in lieu of an original permit for posting.

THE CITY OF HIRAM REQUIRES A MINIMUM OF 5 BUSINESS DAYS TO REVIEW, AND VERIFY DOCUMENTATION.
NO EXCEPTIONS.

By signing this page you understand the requirements and agree to abide by all current ordinances and Regulations regarding your event / temporary sales permit to be issued. Failure to comply will result in immediate revocation of permit. Both titleholder and applicant understand this is one of four (4) allowable Events in a year period for a dated period of no more than 30 days per issued permit:

Signature: _____ Date: _____

PLEASE PRINT ALL INFORMATION LEGIBLY:

APPLICANT MUST COMPLETE PERSONAL/BUSINESS INFORMATION:

Applicant: (Business / Non-Profit Name) _____

Person Completing Application and Responsible Party for Event: _____

Address: _____ City: _____ State: _____ Zip: _____

Business Phone: _____

Responsible Person Contact Phone: _____ Email Address: _____ Fax Number: _____

Current Business License Number: _____

Location of Property for Event: _____

Nearest intersection or cross streets / Name of shopping center where business is located: _____

Parcel ID No. for property: _____ you must provide this number in order for permit to be considered.

Description of Temporary / Seasonal Sales and/ or Event: _____

TITLEHOLDER MUST COMPLETE INFORMATION:

Name of Property: _____

Contact Person at Titleholder Company: _____ phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Signature must be Notarized Below / Application not accepted without notary signature

I, as titleholder/representative/approved agent, hereby grant permission for the above-referenced activity on my property and I further understand this is one of four events allowed on this property in this calendar year, with 30 days being the max for any given event.

Titleholder Signature: _____ **Date:** _____

Printed name of Titleholder: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS

_____ DAY OF _____ 20_____

Notary Public Signature & Seal

CITY OF HIRAM
Verification of Lawful Presence Affidavit
O.C.G.A. § 50-36-1(e) (2)

By executing this affidavit under oath, as an applicant for a _____(Certificate/License), as referenced in O.C.G.A. § 50-36-1, from _____CITY OF HIRAM_____(Name of Government entity), the undersigned applicant verifies **one of the following** with respect to application for a public benefit:

CHECK ONLY ONE

_____I am a United States citizen.

_____I am a legal permanent resident of the United States.

_____I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is:_____

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:_____

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 as allowed by such criminal statute.

Executed in _____(City), _____(State).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS

_____DAY OF _____, 20_____

NOTARY SIGNATURE & SEAL

**City of Hiram Private Employer Affidavit
Pursuant to O.C.G.A. § 36-60-6(d)**

NAME OF PRIVATE EMPLOYER/BUSINESS _____

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1. Please check only one

A. _____ On January 1st of the below-signed year, the individual, firm or corporation employed **MORE than ten (10) employees¹**.

If you selected Section 1(A), please COMPLETE Section 2 and then execute below

B. _____ January 1st of the below-signed year, the individual, firm, or corporation employed **ten (10) or LESS** employees.

If you selected Section 1(B), please SKIP Section 2 and then execute below

Section 2.

If you selected Section 1(A), complete this section

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. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

E-Verify # (Federal Work Authorization Identification Number) Date of Authorization

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 and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS

_____ DAY OF _____, 20 _____

NOTARY PUBLIC SIGNATURE & SEAL

¹ To determine the number of employees for purposes of this affidavit, a business must count its total number of employees' company- wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.



Seasonal /Temporary Outdoor Sales or Event

OFFICIAL USE ONLY:

Received the following documents:

_____Occupational Tax Certificate

_____Notarized Save Affidavit

_____Page One Signed by Applicant

_____Notarized E-Verify Affidavit

_____Copy of Applicant's Driver's License

_____Plat or Drawing of Event on Property:
(approved by fire marshal)

_____Notarized Titleholder Signature

_____Application Paid

OFFICIAL USE ONLY:

OPERATIONS MANAGER: _____

Present Zoning District(s): _____

Property in City of Hiram Limits: _____YES _____NO

_____APPROVED _____DENIED

REASON (if denied): _____

Beginning Date: _____

Ending Date: _____

SIGNATURE: _____

Reviewed by: _____ Date: _____