



## TEMPORARY OUTDOOR ACTIVITY APPLICATION PACKET

This packet contains all the forms and instructions necessary to apply for a Temporary Outdoor Activity Permit in Gwinnett County. See [Chapter 265 Temporary Outdoor Activity Uses](#) of the Gwinnett County Unified Development Ordinance for detailed requirements.

The following documents should be submitted with each Temporary Outdoor Activity Application. Be advised, **an incomplete application will not be accepted.**

1. Completed **Temporary Outdoor Activity Application**.
2. A **Site Plan** that conveys the proposed event, indicating the boundary of the site, parking, and location of associated activities and/or structures. Provide the measurements, square footage and setbacks of all proposed structures.
  - Be advised, a separate Building permit may be required based on the scope of the event.
3. **Written authorization from the property owner**. The letter must include the property owner's company letterhead, name, and contact information.
4. A copy of the business' **Occupation Tax Certificate** issued by the Gwinnett County Licensing and Revenue Office.
  - Be advised, if alcohol will be served at the event, a separate alcohol license is required. Alcohol licenses are issued by the Gwinnett County Licensing and Revenue Office and require 45 days to review. This application should be submitted after the Temporary Outdoor Activity Permit is issued.
5. If the application is for a non-profit event, a copy of the organization's **501(c)(3)** form issued by the Internal Revenue Service (IRS).
6. **Temporary Sign Permit Application** for any proposed temporary signs.
  - Be advised, a temporary sign permit is required only if the activity is within an Activity Center/Corridor Overlay District.
7. A copy of an approved **Tent/Canopy Permit** issued by the Fire Plan Review Division.
  - Tents less than 400 square feet and canopies (no sides) less than 700 square feet do not require a tent permit if they are spaced a minimum of 12 feet from all structures and other tents.
8. If the Temporary Outdoor Activity will include food services, **approval from the Georgia Environmental Health Department** is required.
9. Permit Fee: **\$100.00**

Submit the completed application and supporting documents to [P&D-PlanningZoning@GwinnettCounty.com](mailto:P&D-PlanningZoning@GwinnettCounty.com).



TEMPORARY OUTDOOR ACTIVITY APPLICATION

Form with sections: SITE INFORMATION, BUSINESS INFORMATION, ACTIVITY INFORMATION, CONTACT INFORMATION. Includes fields for address, business name, event details, and contact info.

By signing below, you are certifying the following:

- List of 5 certification items regarding site maintenance, parking, activity location, display placement, and solicitation.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TEMPORARY OUTDOOR ACTIVITY PERMIT CHECKLIST

The following is a checklist of information required for submission of a Temporary Outdoor Activity Permit application. The Planning and Development Department reserves the right to reject any incomplete application.

- Complete Application
- Copy of Occupational Tax Certificate
- Permission from Property Owner
- Site Plan including:
  - Boundary of event area
  - Parking
  - Locations of any temporary structures
    - Be advised, only agriculture oriented recreational uses, holiday activities, and mobile food service units are permitted to have structures.
- Approved Temporary Sign Permit Application (if applicable)
- Completed Noise Permit Application (if applicable)
- Approved Tent Permit (if applicable)
- Approval from Georgia Environmental Health Department (if applicable)



## Georgia Department of Public Health: Environmental Health Letter of Approval

### DEPARTMENT OF ENVIRONMENTAL SERVICES USE ONLY

A Food Service Permit **IS** or **IS NOT** required for the attached Temporary Outdoor Activity Permit.  
(circle one)

Authorized By: \_\_\_\_\_  
(name) (signature)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_