

# APPLICATION FOR TEMPORARY SITE PERMIT

## Purpose of Form and Instructions

O.C.G.A. § 43-47-2 (15.1), defines a “temporary site” as “a location at which used motor vehicles are sold or offered for sale for which a temporary site permit has been issued by the board in accordance with the Code Section 43-47-8.2 and which location is:

- (A) Used for a period not to exceed 96 hours in any 30-day period of time;
- (B) Located in the county in which the established place of business of the used motor vehicle dealer using the temporary site is located or an adjoining county; and
- (C) Used not more than three times in any calendar year.”

Pursuant to O.C.G.A. § 43-47-8.2, any used motor vehicle dealer selling vehicles at a temporary site (such as a tent sale) in Georgia must apply for a permit from the Georgia State Board of Registration of Used Motor Vehicle Dealers at least sixty (60) days prior to the date of the event.

Applications will be approved in accordance with the following statutory requirements:

1. The business must be licensed with the Georgia State Board of Registration of Used Motor Vehicle Dealers as a used motor vehicle dealer.
2. The business must be registered with the Department of Revenue, Motor Vehicle Tag & Title Division as a used motor vehicle dealer.
3. The temporary site must be located in the county where the business has established its permanent dealership or in an adjoining county.
4. The temporary site may not be used for a period exceeding ninety-six (96) hours in any thirty (30) day period of time.
5. The temporary site may not be used more than three (3) times in any calendar year as a used motor vehicle dealer temporary site.

**Non-refundable filing fee: \$100.00**

**Enclose a check or money order payable to the Professional Licensing Boards Division**

During the temporary site sale, the Temporary Site Permit issued by the Board must be displayed in a prominent location on the site.

The Temporary Site Permit is valid only for the dates and hours of the sale indicated in the application.

A used motor vehicle dealer may purchase a maximum of three (3) Temporary Site Permits within a calendar year. A separate application and non-refundable fee must be submitted for every temporary site sale.

A Temporary Site Permit is not transferable to any other dealer or location.

## **THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICATION**

- Written documentation demonstrating compliance with any licensing requirements applicable in the local jurisdiction in which the temporary site sale will occur. If the local jurisdiction does not require licensing or permitting for temporary site sales, a letter or notice from the appropriate authority in the local jurisdiction must be included in this application that states that no requirements for licensing or permitting are applicable.
- Copy of a written agreement with the owner of the real property where the sale will occur.
- Copy of notice required to be given to each consumer purchasing a vehicle at the temporary site sale. The required notice is detailed in Board Rule 681-3-.03 (3) (a):

“(a)For every sale conducted by a Georgia licensee, the licensee shall provide each consumer purchasing a used motor vehicle, at the sale, with the following information in writing:

- 1.the licensee's Georgia license number ;
- 2.the address and telephone number of each licensed location;
- 3.the name of the owner or contact person for the license;
- 4.the place where complaints can be communicated, if different from the licensed location(s);”

Mail the completed application accompanied by the required documentation and applicable filing fee to:

Georgia State Board of Registration of Used Motor Vehicle Dealers  
PO Box 13446  
Macon, GA 31208

**FOR DEPARTMENTAL USE ONLY:**

**APPROVAL DATE:** \_\_\_\_\_

**PERMIT NUMBER:** \_\_\_\_\_

**GEORGIA STATE BOARD OF USED  
MOTOR VEHICLE DEALERS**

**APPLICATION FOR TEMPORARY SITE  
PERMIT**

**DO NOT WRITE IN THIS SECTION**

RECEIPT # \_\_\_\_\_

AMOUNT \_\_\_\_\_

APPLICANT # \_\_\_\_\_

INITIAL \_\_\_\_\_ DATE \_\_\_\_\_

**NON-REFUNDABLE APPLICATION FEE: \$100.00**

**NOTE: THIS APPLICATION MUST BE SUBMITTED NO LESS THAN 60 DAYS  
PRIOR TO THE PROPOSED BEGINNING DATE OF THE TEMPORARY SITE SALE**

**LICENSE NUMBER:** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**PERMANENT LOCATION ADDRESS  
OF THE DEALERSHIP RESPONSIBLE FOR THE SALE:**

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**COUNTY:** \_\_\_\_\_

**PHYSICAL LOCATION OF THE TEMPORARY SITE:**

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**COUNTY:** \_\_\_\_\_

**TEMPORARY SITE INFORMATION:**

**DATE(S) OF THE SALE:** \_\_\_\_\_

**HOURS OF THE SALE:** \_\_\_\_\_

**INDICATE THE NUMBER OF TEMPORARY SITE SALES PREVIOUSLY  
CONDUCTED BY THIS BUSINESS DURING THE CURRENT CALENDAR YEAR  
AND PERMIT NUMBER(S) OR DATES OF SALE(S):**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Required documentation: The following items must be included with this application. Failure to submit the following documentation will result in the return of the application and will delay approval of the temporary site permit.**

1. Written documentation demonstrating compliance with any licensing requirements applicable in the local jurisdiction in which the temporary site sale will occur. If the local jurisdiction does not require licensing or permitting for temporary site sales, a letter or notice from the appropriate authority in the local jurisdiction must be included in this application that states that no requirements for licensing or permitting are applicable.
2. Copy of a written agreement with the owner of the real property where the sale will occur.
3. Copy of notice required in Board Rule 681-3-.03 (3) (a). See instructions for details.

**Sponsors, promoters, other dealers, and lending institutions present or involved in or to be represented at the temporary site sale:**

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

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

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

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

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

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

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

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

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

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

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

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