

Georgia Secretary of State  
Professional Licensing Boards Division

**Used Motor Vehicle Dealers License**

**TEMPORARY SITE PERMIT Application & Information**

**Definition of Temporary Site:** 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:

- Used for a period not to exceed 96 hours in any 30-day period of time;
- 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
- Used not more than three times in any calendar year.

**Apply 60-days Prior to Event:** 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.

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

- The business must be licensed with the Georgia State Board of Registration of Used Motor Vehicle Dealers as a used motor vehicle dealer.
- The business must be registered with the Department of Revenue, Motor Vehicle Tag & Title Division as a used motor vehicle dealer.
- The temporary site must be located in the county where the business has established its permanent dealership or in an adjoining county.
- The temporary site may not be used for a period exceeding ninety-six (96) hours in any thirty (30) day period.
- 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 check or money order payable to Professional Licensing Boards Division.

**Display & Date Terms:** During the temporary site sale, the Temporary Site Permit issued by the Board must be displayed in a prominent location on the site and is valid only for the dates and hours of the sale indicated in the application.

**Purchase Limits:** 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.

**Non-transferrable:** A Temporary Site Permit is not transferable to any other dealer or location.

**Required Documentation – Must be submitted with TEMPORARY SITE 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 with this application stating that there is no requirement for licensing or permitting for a temporary site.
- 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. licensee’s Georgia license number;
    2. address and telephone number of each licensed location;
    3. name of the owner or contact person for the license;
    4. place where complaints can be communicated, if different from the licensed location(s)”

Georgia Secretary of State  
Professional Licensing Boards Division

**Used Motor Vehicle Dealers License**

<b>DO NOT WRITE IN THIS AREA - FOR OFFICE USE ONLY</b>	
RECEIPT # _____	
AMOUNT \$ _____	
APPLICANT # _____	
INITIALS _____	DATE _____

**APPLICATION FOR  
TEMPORARY SITE PERMIT**

Approval Date: _____
Permit # _____

NON-REFUNDABLE APPLICATION FEE: \$100.00

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: \_\_\_\_\_

<b>PERMANENT LOCATION ADDRESS OF THE DEALERSHIP RESPONSIBLE FOR THE SALE:</b>
Address, City, State, Zip: _____
County: _____

<b>PHYSICAL LOCATION OF THE TEMPORARY SITE:</b>
Address, City, State, Zip: _____
County: _____

<b>TEMPORARY SITE SALE INFORMATION:</b>
Date(s) of the Sale: _____ Hours of the Sale: _____

How many temporary site sales have previously been conducted by this business during the current calendar year?  
Include permit number(s) or date(s) of sale(s): (max: 3 per calendar year)

	Date		Permit #		Sale Hours
1.					
2.					
3.					

(Continued on next page)

Georgia Secretary of State  
Professional Licensing Boards Division

Used Motor Vehicle Dealers License

**APPLICATION FOR  
TEMPORARY SITE PERMIT**

**Sponsors, promoters, other dealers, and lending institutions present, involved in, or to be represented at the Temporary Site Sale:**

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

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

Contact Name and Number: \_\_\_\_\_

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

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

Contact Name and Number: \_\_\_\_\_

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

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

Contact Name and Number: \_\_\_\_\_

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

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

Contact Name and Number: \_\_\_\_\_

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

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

Contact Name and Number: \_\_\_\_\_

**Before submitting the application – did you include:**

\_\_\_ Written documentation demonstrating compliance with any licensing requirements applicable in the local jurisdiction in which the temporary site sale will occur.

\_\_\_ 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)

\_\_\_ Completed Application

\_\_\_ Payment of \$100

\_\_\_ Mail all to: Ga. State Board of Registration of Used Motor Vehicle Dealers, 237 Coliseum Dr., Macon, GA 31217