

TRANSIENT MERCHANT APPLICATION PROCEDURES

According to City of Hinesville Code, a transient merchant means any person, whether as owner, agent, consignee or employee and whether a resident of the City or not, who engages in a business selling good, wares, merchandise, food, drink or other items or services occasionally or temporarily within the City and who, in furtherance of such purpose, hires, leases, uses or occupies any building, structure, shop, apartment, or room in a hotel, motel or lodging house, tent, or motor vehicle, or any street or other place within the City whether fixed or mobile for the exhibition for sale of such goods, wares, merchandise, food, drink or other items or performance of such services, either privately, publicly, or at auction.

STEP 1: COMPLETE APPLICATION

- Complete, sign, and notarize application
- Attach required documentation
- Legible site authorization form required
- If business is a corporation, please provide list of corporate officers and Georgia Secretary of State incorporation documentation
- If applicant is a corporation, please provide local agent/manager picture ID

STEP 2: PAYMENT

- Submit completed application packet for review
- Pay processing and inspection fee in accordance with the City's fee schedule

STEP 3: REVIEW

- Liberty Consolidated Planning Commission (LCPC) for zoning approval
- Inspections Department for site safety inspection

STEP 4: APPROVAL

- Upon satisfactory completion, applicants will be contacted to arrange certificate pick up
- Pay remaining fees