



# Town of Zebulon

## Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597  
Phone: (919) 823-1810 Fax: (919) 269-6200  
[www.townofzebulon.org](http://www.townofzebulon.org)

## OPEN-AIR SALES PERMIT

### GENERAL INFORMATION

Please refer to §152.1463 of the Town of Zebulon Code of Ordinances for Open-Air Sales regulations. A complete copy of the Town of Zebulon Code of Ordinances is available at [American Legal Publishing: Online Library](#).

The purpose of this permit is to prevent the unrestricted proliferation of open-air sales events within the town and to protect those businesses and food services that operate from within principle buildings at permanent locations in accordance with the law. An open-air sale refers to any sale or display of goods, merchandise, food or other products. Open-air sales permits are limited to farm or homemade products produced by the person offering them for sale, a business with a display of merchandise limited to items sold inside the establishment excluding food or food products, nonprofit groups, vendors at special events, and seasonal sales. No more than four permits may be issued to the same entity during any calendar year, and must be at least 60 calendar days apart. No permit shall be valid for more than ten consecutive days.

Upon termination of an open-air sale, all temporary structures erected for the purpose of the use, and all trash and debris generated in connection with the sale, shall be removed by the applicant or owner of the premises.

### INSTRUCTIONS

Complete this application in its entirety. Failure to provide complete information will delay the process and the approval of the permit.

With this application, please attach the following:

- A site plan or sketch of the venue that shows
  - Boundaries of the main event and the entire site
  - Concessions
  - Trash receptacles
  - Parking and traffic circulation
  - Promotional signage
  - Sanitary facilities
- A copy of a Certified IRS 501(c)(3) [if applicable]
- Letter of permission from the property owner

Please file this application no less than 15 calendar days prior to the event to allow the Zebulon Planning Department ample time to process the permit application.



# APPLICATION FOR Open-Air Sales Permit

PART 1. APPLICANT INFORMATION		
Contact Name:	Contact Phone Number:	
Name of Business or Organization:		
Mailing Address:		
City:	State:	Zip Code:
Name of Sponsoring Person, Business or Organization (if different from above):		
Mailing Address:		
City:	State:	Zip Code:

PART 2. PROPERTY OWNER INFORMATION		
Event Location:		
Name of Property Owner:	Owner Phone Number:	
Owner Address:		
City:	State:	Zip Code:

PART 3. EVENT INFORMATION	
Date of Event:	Time (Please include setup & breakdown):
Estimated Attendance or Number of Sales:	
Name and Description of Event:	
Number and Type of Concessions:	
<p><b>Note:</b> Concessions must be located in commercial zoning districts. Applicants must purchase a sign permit and may be subject to business registration fees. All concessions must be verified as being permitted by the Wake County Health Department.</p>	
Number of Signs to be Displayed During Event:	
<p><b>Note:</b> The total amount of temporary signage shall not exceed 10 square feet. No offsite advertising is allowed. Signage may be subject to additional Town of Zebulon Code of Ordinances.</p>	



# APPLICATION FOR Open-Air Sales Permit

**PART 4. GENERAL PLANS FOR OPEN AIR SALES**

Crowd Control Procedures:

Traffic & Parking:

**Note:** One parking space for every three persons attending the event shall be required. If off-site parking is to be used for the event, the Applicant must secure a letter from the property owner verifying the availability of excess parking. The use of any required parking will be allowed only if the property owner agrees in writing that the business will be closed during the event. Please attach all necessary verification.

Provisions for Emergency Medical Services, Fire Prevention, and First Aid:

Provision for Collection and Disposal of Solid Waste:

Sanitary Facilities (if necessary):

**Note:** A minimum of two toilets must be provided for every 99 persons attending the event.

***I have read and understand the open-air sales ordinance and other relevant ordinances set out in this application and agree to conduct the event in accordance with these requirements. I agree to provide corrected information should there be any changes to the information provided herein.***

<i>Signature of Applicant:</i>	<i>Print Name:</i>	<i>Date:</i>
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**ADDITIONAL COMMENTS OR RESTRICTIONS IMPOSED ON OPEN-AIR SALES AND APPROVALS**

Planning Department:

<b>Planning Department Approval:</b>	<b>Date:</b>
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Police Department:

<b>Police Department Approval:</b>	<b>Date:</b>
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Fire Department:

<b>Fire Department Approval:</b>	<b>Date:</b>
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Public Works Department:

<b>Public Works Department Approval:</b>	<b>Date:</b>
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