

# PROPERTY OWNERS:

## PROPERTY OWNERS:

There is a \$350.00 fee to register Owner Property to rent space or charge for parking. However, Owners must register with Town Hall if they intend to rent vending space or charge for parking.

Registrations will not be accepted after **4pm, March 31, 2026**.

Property owners and businesses with open financial obligations to the town will be denied a Vendor Permit and/or Property Owner Permit to rent space and charge for parking. Open obligations include, but are not limited to, unpaid hospitality or accommodations tax, business licenses, and property tax.

Property Owners are under code enforcement actions and those who have not complied will be denied a permit to rent their property or charge for parking. Code violations found on a property as a result of festival-related inspections and enforcement will result in fines.

## SPACE/LOT RENT:

### VENDING Space

The Town recommends charging no more than \$500 per 10'x10' space.

Property Owners must issue a receipt to any Vendors renting space. Property Owners may obtain receipts from Town Hall or the Town's website:

[www.TownOfAtlanticBeachSC.com](http://www.TownOfAtlanticBeachSC.com)

Do not fail to issue a receipt – the receipt is required to be presented by the Vendor as part of their application process to receive a Vendor Permit.

### PARKING Space

Property Owners must register with Town Hall to charge for parking on their property

A property Owner/Business that will allow a vendor to operate on its property shall pay the Town a **\$350.00 cleaning fee per parcel on which any vendor(s) may operate.**

Such property Owner/Business shall seek and obtain from the Town a registration permit before any vendor may be issued for its property. Please see Ordinance No. 12-2026 on the Town's website:

[www.townofatlanticbeachsc.com](http://www.townofatlanticbeachsc.com)

## PROPERTY AGENTS:

Any Property Owner authorizing someone other than themselves to rent their property space must provide Town Hall with a notarized consent letter. The consent letter must include:

- Property Owner Name
- Property Address / Lot(s) #
- Property Owner's Phone #
- Name, address and phone # of the designated agent

A consent letter template is available at Town Hall or on the Town's website:

[www.TownOfAtlanticBeachSC.com](http://www.TownOfAtlanticBeachSC.com)

Do not forget to notarize the letter!

Original notarized letters may be hand delivered to:

717 30<sup>th</sup> Avenue South  
Atlantic Beach, SC 29582

mailed to:

Town of Atlantic Beach  
PO Box 5285  
North Myrtle Beach, SC 29597

Property Agents must present proper identification and a consent letter granting authorization when registering the property.