



DEKALB COUNTY ALCOHOL LICENSE AND BUSINESS REGISTRATION 2024 RENEWAL APPLICATION

178 SAMS STREET | DECATUR, GA 30030 | (404) 371-2461

THIS FORM MUST BE FULLY COMPLETED, SIGNED BY LICENSEE AND NOTARIZED

BUSINESS INFORMATION		
RENEWAL TYPE <input type="checkbox"/> Initial <input type="checkbox"/> Subsequent	BUSINESS ACCOUNT#: ALCOHOL ACCOUNT#: EXCISE ACCOUNT #:	<input type="checkbox"/> CHECK HERE IF NO LONGER OPERATING DATE CLOSED:
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Corporation <input type="checkbox"/> Other		
Legal/ Entity Name:	Trade Name:	
Physical (Location) Address (Street, City, State, Zip) P. O. Box Not Permitted		
GA		
LICENSEE INFORMATION (MUST MATCH LICENSEE ON FILE WITH OUR OFFICE)		
Licensee First Name:	Licensee Last Name:	
Licensee Phone:	Licensee Email:	
Licensee Home Address (Street, City, State, Zip)		
ALCOHOL LICENSE FEE		
CHECK LICENSE(S) TO RENEW	ANNUAL FEE/RATE	AMOUNT DUE
<input type="checkbox"/> Beer Only	\$600.00	
<input type="checkbox"/> Wine Only	\$600.00	
<input type="checkbox"/> Beer & Wine Combination	\$900.00	
<input type="checkbox"/> Liquor – Package/ Wholesaler/ Consumption on Premises Only	\$4,000.00	
<input type="checkbox"/> Sunday Sales - Consumption on Premises Only *	\$1,100.00	
<input type="checkbox"/> Additional Fixed Bar(s) # _____ multiple	\$600.00	
<input type="checkbox"/> Additional Movable Bar(s) # _____ multiple	\$300.00	
<input type="checkbox"/> Patio Permit	\$100.00	
<input type="checkbox"/> Wholesaler/Importer – Beer	\$600.00	
<input type="checkbox"/> Wholesaler/Importer – Wine	\$600.00	
<input type="checkbox"/> Fraternal Org – Beer and/or Wine	\$500.00	
<input type="checkbox"/> Fraternal Org – Liquor	\$1,000.00	
SUBTOTAL DUE		
LATE PAYMENT PENALTY (10% of Subtotal Due Renewal postmark after November 30th)		
INTEREST (1%/month of Subtotal Due Renewal postmark after November 30th)		
A. TOTAL ALCOHOL LICENSE FEE DUE		
*MUST BE COMPLETED IF SUNDAY SALES – CONSUMPTION ON PREMISES IS CHECKED		
<i>Provide last twelve (12) months of Sales information, if less than twelve (12) months of sales, provide date of sales</i>		
	Start Date:	End Date
GROSS RECEIPTS/ SALES FROM (CHECK ONLY ONE)	Gross Sales (\$)	Percentage
<input type="checkbox"/> Food and Food Service <input type="checkbox"/> Rental Of Rooms For Overnight Lodging		
GROSS RECEIPTS/ SALES FROM BEER, WINE, AND/OR LIQUOR		
TOTAL GROSS RECEIPTS/ SALES		100%

BUSINESS OCCUPATION TAX		
1. GEORGIA GROSS RECEIPTS (2024 ESTIMATE)		
2. <input type="checkbox"/> EMPLOYEE FEE <input type="checkbox"/> PROFESSIONALS ELECTION * (At least one, include owner/operator) * E-Verify #required for 10 or More Employees		Number of Employees or Professionals: _____
2022 GROSS RECEIPT	<u>Gross Receipts-Actual 2022</u>	
2022 EMPLOYEES/ PROFESSIONALS ELECTION*	<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> PROFESSIONAL	ACTUAL # OF EMPLOYEES-2022
ACCEPTANCE AND ACKNOWLEDGEMENT		
I certify that the 2022 ACTUAL figures are true and correct, and the 2024 ESTIMATE for this year is a good faith estimate or last year's actual.	Print Owner's /Authorized Agent Full Name: _____	Signature: Date: _____

*Professionals Election O.C.G.A 48-13-9 (C)(2). Flat Fee of \$400.00/ Professional Practitioner.

Please contact our office if there are any changes in your primary line of business or physical address

Please submit all required and supporting documents to prevent any delay in the processing of your application

ACCEPTANCE AND ACKNOWLEDGEMENT

- **Alcohol Renewal Application:** are due by November 30 for the next calendar year. Renewal application postmarked after November 30 will be charged a ten (10) percent late payment penalty and interest charges of one (1) percent. License will be revoked if not received by Dec 31 and will have to be reapplied for.
- **Licensee:** must always be a person and the licensee on file with our office must sign the renewal form. Do not complete this renewal form if you are planning any changes. Please contact our office for additional information.
- **Arrest Record:** Has the licensee, registered agent, partner or any other person having any financial interest in this business been arrested, indicted or convicted for an offense by any City, County, state, Federal Officer or any Governmental Authority within the last twelve (12) months? Yes No. If yes, please give full details:

- **Sunday Sales:** I certify that I have a working knowledge of the books and records of the above establishment and to the best of my knowledge that these figures are true and correct. I hereby affirm in accordance with DeKalb County Ordinances 4-128; 4-149; and 4-164 that at least 60% of this establishment's food and beverage service for the last 12 months (365 days) is derived from the sales of food and food products. I further affirm that DeKalb County may request an audit, at any time, at the licensee's expense to verify these figures. I acknowledge Sunday Sales are only authorized from 11:30 noon Sunday until 2:30 a.m. Monday Morning.

I, hereby certify that said applicant and licensee signed this renewal application for after stating to me personal knowledge and understanding that all statements and answers made herein are complete, correct and true

ON THIS THE _____ DAY OF _____, 20_____.

NOTARY PUBLIC

My Commission Expires: _____

I, do solemnly swear subject to criminal penalties that the statement and answers made by me to the foregoing questions in this renewal application are true and correct and no false or fraudulent information, statements or answers are made to procure granting of the County Privilege License on

THIS THE _____ DAY OF _____, 20_____.

Print Licensee Name

Licensee Signature

BUSINESS LICENSE RENEWAL AFFIDAVIT - 20_____

The undersigned, _____, being duly sworn, says the following:
(Licensee)

1. Have there been changes of ownership of the establishment? Yes No If yes, please explain

2. There have been no changes in any information and data contained in and furnished with my original DeKalb County Business Registration application.

3. In the past year, have you been convicted of or pleaded nolo contendere to a violation of any federal, state, or county law concerning crime of moral turpitude, misdemeanor, or violation of this Code directly relates to the business for which the certificate is sought? If yes, please explain the violation and provide the date of adjudication and the court of adjudication:

4. I am familiar with all laws, rules and regulations of the State of Georgia and all ordinances of DeKalb County covering the operation of the business establishment I will operate under this renewal.

I swear that all the information contained in the original application is true and I understand that such application is made a part of this renewal application and the renewal is based upon the information contained in the original application. DeKalb County sec. 15-45(a). A license issued pursuant to the provisions of this division shall be denied, suspended or revoked by the director if the licensee furnishes fraudulent or untruthful information in the original, renewal or transfer application for a license or omits information required in the original, renewal or transfer application for a license and for failure to pay all fees, taxes or other charges imposed under the provisions of this chapter.

Sworn to and subscribed to before me

Licensee's Signature

this _____ day of _____, 20____.

Notary Public

My commission expires:
(SEAL)

Business Name

License #/Occupation Tax #

- Business Occupation Tax Certificate
 Alcohol License

AFFIDAVIT VERIFYING STATUS FOR COUNTY PUBLIC BENEFIT APPLICATION
O.C.G.A. § 50-36-1(e)(2)

By executing this affidavit under oath, as an applicant for a Business License / Occupational Tax Certificate as referenced in O.C.G.A. § 50-36-1, from DeKalb County the undersigned applicant verifies one of the following with respect to my application for public benefit:

Do not check more than ONE option.

- 1) I am a United States citizen, 18 years of age or older.
- 2) I am a legal permanent resident of the United States 18 years of age or older.
- 3) I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A § 50-36-1(e)(1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as: (i.e. driver's license, I-551, I-766, Passport, etc.)

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, of the Official Code of the State of Georgia.

Executed on this the _____ day of _____, 20_____.

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20_____.

Applicant Phone Number

NOTARY PUBLIC
My Commission Expires: _____

BUSINESS NAME _____ LICENSE #/OCCUPATION TAX # _____
NUMBER OF EMPLOYEES (COMPANY-WIDE) _____

PRIVATE EMPLOYER AFFIDAVIT PURSUANT TO O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

SECTION 1. Please check only one:

(A) On January 1st of the below-signed year, the individual, firm, or corporation employed **more than ten (10)** employees¹

*** If you select Section 1(A), please fill out Section 2 and then execute below.

(B) On January 1st of the below-signed year, the individual, firm, or corporation employed **ten (10) or fewer** employees.

*** If you select Section 1(B), please **skip** Section 2 and execute Section 3 below.

SECTION 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization User Identification Number

Date of Authorization

SECTION 3.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20____.

NOTARY PUBLIC
My Commission Expires: _____

¹Sec. 15-27 Employee means an individual whose work is performed under the direction and supervision of the employer and whose employer withholds FICA, federal income tax, or state income tax from such individual's compensation or whose employer issues to such individual for purposes of documenting compensation a form I.R.S. W-2 but not a form I.R.S. 1099.

Dear DeKalb County Business Customer,

This letter includes information on how to complete and submit your Letter of Entertainment (LOE).
Please submit LOEs and any associated grandfather documentation to DeKalbLOE@dekalbcountyga.gov.

1. **All renewals must submit a new, completed LOE (see attached) for the 2024 renewal season.**
 - Please check all applicable boxes on the form. This form is a fillable .pdf form.
 - Please note that you cannot be both a “Freestanding Bar” and a “Restaurant.”
 - Please check one (1) based on the alcohol-to-food ratio that is sold.
 - If you check “yes” to tobacco or smoking, then you are automatically a “Freestanding Bar” and cannot sell alcohol on Sundays.
 - All establishments which permit smoking must demonstrate compliance with the DeKalb County Indoor Clean Air Act or obtain a ventilation (HVAC) permit from Building Permits.
 - If you are a “Restaurant” without smoking, then you can sell alcohol on Sundays.
 - Additionally, if your business model has not changed and your LOE was approved last year by the Planning & Sustainability, you should check the same boxes you checked last year so that your LOE approval to avoid processing delays.

2. **If your establishment is a “Late Night Establishment” or “Nightclub” open beyond 12:30 am that was previously grandfathered by the Planning & Sustainability Department, you will need to submit the grandfather documentation with your LOE to prove that you have not been closed for more than six months in the previous year.**
 - Please provide at least one alcohol invoice from each quarter of 2023 and/or time-date alcohol receipts for each quarter, so that your grandfather documents and LOE can be reviewed in a timely manner.
 - If your Late-Night Establishment or Nightclub was approved as a Special Land Use Permit (SLUP) by the Board of Commissioners please provide the number, or if it is a permitted use in an overlay district write the overlay information. Please note on the LOE that your establishment qualifies under one of these two methods.

3. **Submit LOEs and any supporting documentation to DeKalbLOE@dekalbcountyga.gov.** Upon submittal, you will receive a confirmation that your information has been received and is being reviewed. Grandfathered Late-Night Establishments and Nightclubs take longer to review since documentation has to be verified, therefore please submit the LOE **by October 13, 2023** to ensure that your alcohol license and/or business license applications are reviewed in a timely manner.

If you have any questions or concerns about the LOE review process, you may contact the DeKalb County Planning & Sustainability Department via email at DeKalbLOE@dekalbcountyga.gov or call 404-371-2155 option 3.

Sincerely, Lexi Morgan, Business License Manager

cc: Cedric Hudson, Interim Director

Brandon White, Planning Manager

LETTER OF ENTERTAINMENT

READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM

1. Both the tenant and property owner are required to sign the form.
2. All signatures must be original.
3. Both signatures must be individually notarized (two seals, two stamps, etc.).
4. *Agents (holding companies, property managers, attorneys, etc.) signer for property owner must attach any and all documentation necessary to prove they have authorization to act on behalf of the owner. Failure to provide such information **will delay** approval of all permits and licenses necessary to open this business.

Current Name of Business: _____

Previous Name of Business (if name has changed in past twelve (12) months): _____

Address of Business: _____ **Suite #** _____

Business Contact Name & Number: _____

Date: _____

EACH OF THE FOLLOWING QUESTIONS MUST BE ANSWERED COMPLETELY:	
1.	Is this Letter of Entertainment for a <input type="checkbox"/> New Establishment OR <input type="checkbox"/> Renewal of Existing Establishment?
2.	Is this establishment a Restaurant <u>OR</u> a Freestanding bar? (Check Only One) <input type="checkbox"/> <i>Restaurant: An establishment where food and drink are prepared, served, and consumed primarily within the principal building.</i> <input type="checkbox"/> <i>Freestanding Bar: An establishment that is devoted to the serving of alcoholic beverages for consumption by guests on the premises and which derives at least fifty (50) percent of its total annual gross food and beverage sales from the sale of beverages, including but not limited to taverns, nightclubs, cocktail lounges, and cabaret.</i> <i>Note: Sunday Sales are Prohibited for Establishments which are classified as a Freestanding Bar.</i>
3.	Is this establishment permitted to sell alcohol on Sunday? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Licensed establishments deriving a minimum of sixty (60) percent of their total annual gross food and beverage sales from the sale of prepared meals or food are authorized to apply for a Sunday sales permit to sell and serve distilled spirits by the drink from 12:30 pm Sundays. Note: Sunday Sales are allowed only for Establishments which are classified as Restaurants</i>
4.	Is this establishment open after 12:30 am? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Late Night Establishment: Any establishment licensed to dispense alcoholic beverages for consumption on premises where such establishment is open for use by patrons beyond 12:30 a.m.</i>
5.	Does this establishment include a patio or deck? <input type="checkbox"/> Yes <input type="checkbox"/> No
6a.	Does this establishment sell tobacco products, allow smoking, or otherwise allow consumption of tobacco products on the premises including, but not limited to Hookah Services? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, e- cigarette, oral smoking device, or pipe, or any other lighted or heated tobacco intended for inhalation, in any manner or in any form.</i>
6b.	Do you have the required mechanical ventilation permit? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Note: Onsite Tobacco Is Prohibited without a Ventilation Permit. Please refer to DeKalb County Clean Indoor Air Ordinance-File No. 52-1548</i>
7.	Is this establishment a nightclub with dancing and musical entertainment? <i>Nightclub: A commercial establishment dispensing alcoholic beverages for consumption on the premises and in which dancing and musical entertainment is allowed.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Is this an "<u>Adult Entertainment</u>" establishment as defined by the DeKalb County Zoning and Adult Entertainment licensing and alcohol beverage ordinances? <input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Has a <u>Special Land Use Permit (SLUP)</u> been approved for this establishment? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>A Special Land Use Permit is granted by the Board of Commissioners under Section 27-7.4.</i> If yes; please provide Case Number _____

Operation hours cannot exceed the time permitted by the Alcohol Licensing Ordinance in Chapter 4 of the DeKalb County Code. Rev. 4/5/23

Letter of Entertainment

I, THE UNDERSIGNED, DO HEREBY SWEAR OR AFFIRM, UNDER PENALTY OF PERJURY, THAT I HAVE ANSWERED THE ABOVE QUESTIONS AND STATEMENTS TRUTHFULLY AND ACCURATELY AND I UNDERSTAND THAT THE BUILDING PERMIT(S) AND CERTIFICATE(S) OF OCCUPANCY ISSUED IN RELATION TO THIS "ENTERTAINMENT STATEMENT" ARE CONDITIONED ON THE ANSWERS TO THE ABOVE QUESTIONS AND STATEMENTS.

I, THE UNDERSIGNED, AFFIRM THAT THE BUSINESS OPERATING NAME IS THE SAME AS THE NAME REFERENCED ON ALL COUNTY APPLICATIONS.

I ALSO UNDERSTAND THAT SHOULD I, IN THE FUTURE, OFFER ANY USE NOT EXPRESSLY PERMITTED BY THE DEKALB COUNTY CODE OR STATE LAW AND/ OR CHANGE THE USE OF THE ESTABLISHMENT FROM THE APPROVED PERMITTED USE, THAT MY CERTIFICATE OF OCCUPANCY SHALL BE IMMEDIATELY NULL AND VOID.

Sworn to and subscribed before this

_____ day of _____ 20 _____

Notary Public

Sworn to and subscribed before me

_____ day of _____ 20 _____

Notary Public

Sign _____
Tenant or Authorized Agent

(Print/Type name) _____

Sign _____
Property Owner or Authorized Agent

(Print/Type name) _____

Letter of Entertainment

TO BE COMPLETED BY PLANNING & SUSTAINABILITY DEPARTMENT STAFF AFTER REVIEW OF LETTER OF ENTERTAINMENT AND SUPPORTING DOCUMENTATION

Alcohol Serving Establishments Within 1,500 feet of residentially zoned property

License Review Type	Approved	Denied	Not Applicable
New License close at 12:30 am			
New License – Nightclub- SLUP granted			
New License- Late Night – SLUP granted			
Renewal License close at 12:30 am			
Renewal License –Late Night- No SLUP Required (grandfather documents submitted/validated)			
Renewal License -Nightclub- No SLUP Required (grandfather documents submitted/validated)			

Alcohol Serving Establishments Beyond 1,500 feet of residentially zoned property

License Review Type	Approved	Denied	Not Applicable
New License close at 12:30 am			
New License – Nightclub			
New License – Late Night			
Renewal License close at 12:30 am			
Renewal License – Nightclub			
Renewal License – Late Night			

This _____ day of _____, 20____ I have reviewed this letter of entertainment application and have taken the actions set forth above.

(Sign Name)

(Print Name)

(Title)