



DeKalb County
PW-Sanitation Division
Central Transfer Station & Administrative Services

3720 Leroy Scott Drive Decatur, Georgia 30032
Telephone (404) 294-2900 / 2903 Fax (404) 294-2774

SANITATION REQUIREMENTS FOR HOME-BASED BUSINESS

All business license applicants must provide proof of sanitation service before business tax certificate can be issued. All Commercial and Home-based business applicants must provide their Sanitation Account Number and proof of sanitation service, which can only be obtained from the Sanitation Division located at 3720 Leroy Scott Drive, Decatur, GA 30032.

REQUIREMENTS:

HOME-BASED BUSINESS (PROPERTY OWNER)	HOME-BASED BUSINESS (RENTER/TENANT)
<ol style="list-style-type: none">1. Home-based Business Application (signed and approved by Sanitation Staff Only.)2. Photo Identification (Driver's License / State Identification / Passport)3. Proof of Ownership (Deed, Title, Bill of Sale or Property Tax Statement)4. No outstanding Sanitation debt associated with property5. Pre-payment fee of \$35.00 which is an additional charge approved by the Board of Commissioners for collection services for this type of business.6. The additional charge will be added to the property assessment fee the following year.	<ol style="list-style-type: none">1. Home-based Business application (signed and approved by Sanitation Staff ONLY)2. Photo Identification (Driver's License / State Identification / Passport)3. Signed Lease Agreement4. Signed and Notarized letter from Property Owner authorizing use of residence for business purposes.5. Pre-payment fee of \$35.00 which is an additional charge approved by the Board of Commissioners for collection services for this type business.

NOTE: Sanitation Administration Office is located at 3720 Leroy Scott Drive, Decatur, GA 30032. Our office hours are Monday through Friday 7:00AM to 6:00PM. To obtain directions and/or a copy of a map to our office, please click the below link

http://www.co.dekalb.ga.us/publicwrks/sanitation/pdf/central_transfer_station_map.pdf

EMAIL ADDRESS

sanitation@dekalbcountyga.gov or www.dekalbcountyga.gov/sanitation