

## Three Step Process to Obtain a Home-Based Business License



### What to Know Before You Apply

- ✓ Any person who wishes to conduct any business within Unincorporated DeKalb County must secure a business license
- ✓ There shall be no exterior evidence of the home occupation
- ✓ No more than 25% of the dwelling unit and in no case more than 500 square feet, whichever is less, may be used to conduct business
- ✓ No use shall involve public contact on the property. Private educational instruction is allowed, subject to some restrictions, and completion of the ***Private Educational Use in the Home*** form
- ✓ No materials or equipment shall be stored on the premises upon which the home occupation is located
- ✓ No vehicle other than a passenger automobile, passenger van, or passenger truck shall be used in the conduct of a home occupation, and no other vehicle shall be parked or stored on the premises
- ✓ The use of a dwelling unit for the purpose of operating any automobile repair establishment, taxi service, van service, limousine service, wrecker service, car wash, or ammunition or firearms sales establishment is prohibited

### STEP ONE – APPLICATION SUBMITTAL

**Submit all required documents at the Business License Intake Counter, located on the 2<sup>nd</sup> floor of the Clark Harrison Building at 330 West Ponce de Leon Avenue**

#### *Required Documents*

- Business Registration Application:** This application must be notarized, and you will be required to provide information such as the business name, number of employees, and projected annual revenue. This application may be obtained via the County website or in person at the Business License Intake Counter
- Home Occupational Supplemental Registration Form:** This form is only required when using residential property for business purposes.
- Affidavit Verifying Status For County Public Benefit Application:** Through this affidavit, the Business License applicant affirms that he or she is a lawful resident of the United States
- Private Employer Affidavit:** Business License applicants must disclose the number of employees working for their business, and affirm participation in the Federal Work Authorization Program under certain circumstances

## DEPARTMENT OF PLANNING & SUSTAINABILITY

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- Government-Issued Photo Identification:** you will be required to provide a government- issued photo ID, such as a driver’s license or passport, upon submission of your application
- Certificate of Organization:** If your business is Limited Liability Corporation (LLC) or Corporation, you will need to provide a copy of your State of Georgia Certificate of Organization
- Lease or Rental Agreement:** This is only necessary if you lease or rent your home

### STEP TWO – ZONING REVIEW

**Zoning Review:** Zoning Officers will review your intended business activity to ensure consistency with the Zoning Code prior to issuance of a Business License. If your home is located in an Overlay District, you will be routed to the Planning Division, located on the 5<sup>th</sup> floor, for an additional review. If approved, you will be transferred back to Business License Intake to pay your fees and receive your Business License

### STEP THREE – LICENSE ISSUANCE

#### *Payment of Fees*

- DeKalb County accepts Visa, MasterCard, checks, money orders, cashier’s check, and cash. The County does not accept American Express or counter checks (checks without your name printed on it). **Make checks payable to “DeKalb County”**
- Listed below are general business license fees. The business’ tax class is based on the North American Industry Classification System (NAICS). Contact the Business License Division at **404-371-2461** to determine your classification and rates

#### Business & Occupational Tax Rates

Tax Class	Administrative Fee	Employee Fee	Gross Receipts Tax - Minimum	Rate Per Dollar Gross Receipts
<b>Class1</b>	\$75.00	\$4.00	\$50.00	0.000300
<b>Class2</b>	\$75.00	\$6.00	\$50.00	0.000500
<b>Class3</b>	\$75.00	\$8.00	\$50.00	0.000700
<b>Class4</b>	\$75.00	\$10.00	\$50.00	0.000900
<b>Class5</b>	\$75.00	\$12.00	\$50.00	0.001100
<b>Class6</b>	\$75.00	\$14.00	\$50.00	0.001300

- Business License Issuance:** Once you have submitted all required documents, received zoning approval, and paid all fees, you will be issued a Business License
  - Sanitation Follow-up:** Shortly after your business license is issued, a representative from the Sanitation Division will call you to establish proper service for your new business and collect adjusted fees
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