



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 COMMERCIAL BUSSINESS

All business license applicants must provide proof of sanitation service before business tax certificate can be issued. All business applicants must provide their DeKalb County 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. All fees are approved and set by the DeKalb County Board of Commissioners and per DeKalb County Solid Waste Code, Chapter 22, Sec. 22-28 Code 1976 § 6-3006. Each business owner and Tenant/Renter is required to provide the following documentation when visiting our office:

REQUIREMENTS:

NEW COMMERCIAL BUSINESS OWNER	COMMERCIAL BUSINESS TENANT/LEASEE	CHANGE IN BUSINESS OWNERSHIP
<ol style="list-style-type: none"> 1. New Commercial 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 property 5. Pre-payment delivery and removal dumpster fee of \$150.00 per dumpster + 1st month collection service based on size of number of service days. 	<ol style="list-style-type: none"> 1. New Commercial Business Application (signed and approved by Sanitation Staff ONLY) 2. Photo Identification (Driver's License / State Identification / Passport) 3. Lease Agreement (signed Lease / Deed) 4. Proof of responsibility for Sanitation Services (such as "stated in lease" or signed and notarized statement from Property Owner. 5. Pre-payment delivery and removal dumpster fee of \$150.00 per dumpster + 1st month collection service based on size of number of service days 	<ol style="list-style-type: none"> 1. New Commercial Business Application (signed and approved by Sanitation Staff Only) 2. Photo Identification (Driver's License / State Identification / Passport) 3. Proof of Ownership such as Bill of Sale, Title or Deed 4. Lease Agreement (signed Lease / Deed) 5. Latest DeKalb County Sanitation Billing Statement (account must be current prior to establishing new account) 6. Pre-payment delivery and removal dumpster fee of \$150.00 per dumpster + 1st month collection service based on size of number of service days

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