DeKalb County Business & Alcohol Licensing Services

DeKalb County Business and Alcohol Licensing is responsible for the administration of business and alcohol licensing in unincorporated DeKalb County..

For new businesses to begin operations within unincorporated DeKalb County, you must apply for a DeKalb County business license.

For businesses that desire to continue to operate a business within unincorporated DeKalb County, you must renew your business license each year.

For businesses that desire to sale alcohol beverages within unincorporated DeKalb County, you must apply for an alcohol privilege license.

For businesses that desire to continue to sell alcohol beverages within unincorporated DeKalb County, you must renew your alcohol privilege license each year.

Visit our Website:

- http://www.dekalbcountyga.gov/ planning-and-sustainability/businessand-alcohol-license
- New Business License
- Business License Renewals
- ♦ New Alcohol License
- ♦ Alcohol License Renewals





DeKalb County

Business License Division 330 W. Ponce de Leon Avenue 2nd Floor Decatur, GA 30030

Phone: 404-371-2461

E-mail: business.license@dekalbcountyga.gov



Getting a Business License in DeKalb County



Tel: 404-371-2461



Getting A Business License in DeKalb

New Business License

DeKalb County Business and Alcohol Licensing is responsible for the administration of business and alcohol licensing in unincorporated DeKalb County.

In order to operate a business in DeKalb County you must have a current occupational tax certificate, commonly referred to as a business license. A business license is required per location of your business.

Home-Based Businesses

- 1. Complete the following required documents:
 - New Occupational Tax Certificate Application *
 - ♦ U.S. Citizen/Qualified Alien (SAVE) Form *
 - E-Verify Affidavit Form A| More than 10 Employees Affidavit *
 - E-Verify Affidavit Form A | 10 or less Employees Affidavit *
 - Home Occupation Supplemental Form (HOP)
- 2. Attach the following supporting documentation:
 - ♦ Copy of applicant's identification
 - Either a valid/current Passport, State Issued Identification, Driver's License, or Military ID
 - ♦ Copy of the Certificate of Incorporation
 - Only needed if business is a Corporation or LLC
 - Lease Agreement (if renting apartment)
 Property Owner Authorization (if residential renting)

3. Mail or hand deliver the application along with required and supporting documents to:

USPS or Fed Ex /UPS

DeKalb County Business and Alcohol Licensing 330 West Ponce de Leon Ave. – 2nd Floor Decatur, GA 30030

In Person:

Monday – Friday, 8:30 a.m. – 3:00 p.m. DeKalb County Business Licensing 330 West Ponce de Leon Ave. – 2nd Floor Decatur, GA 30030

Commercial Businesses

- 1. Complete the following required documents:
 - ♦ New Occupational Tax Certificate Application *
- ◆ U.S. Citizen/Qualified Alien (SAVE) Form *
- E-Verify Affidavit Form A | More than 10 Employees Affidavit *
- ◆ E-Verify Affidavit Form A | 10 or less Employees Affidavit

 *
- 2. Attach the following supporting documentation:
 - ♦ Copy of applicant's identification
 - Either a valid/current Passport, State Issued Identification, Driver's License, or Military ID
 - ◆ Copy of the Certificate of Incorporation

Only needed if business is a Corporation or LLC

- Certificate of Occupancy. To obtain, please contact Zoning at (404) 371-4915.
- Sanitation Location Number. To obtain, please contact the DeKalb County Sanitation Department at (404) 294-2900.
- State License (Only required if your profession/ occupation is regulated by a State Licensing Board (such as Barbers, Hair Salons, CPA's, Physicians, Attorneys, Engineers, Architects, etc.).
- 3. Mail or hand deliver the application along with required and supporting documents to:

USPS or Fed Ex /UPS

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*Notarized signature required

Questions? - Please call (404) 371-2461

10 Steps to Obtaining a Business License

- Choose a business name. (We need to know what to call you)
- Choose a location and check with Zoning to see if that type of business is allowed. Their number is 404-371-2155 or visit 330 W Ponce de Leon, 3rd Floor, Decatur. GA 30030)
- Confirm a physical address including suite/unit. (The Fire Truck needs to know where to find you in case of emergency.)
- GIS can confirm if you need to add or update address and/or suite. Their number is 404-371-2914 or visit 330 W Ponce de Leon Ave, 4th Floor, Decatur, 30030. Provide a copy of your lease or letter from owner or property manager on letterhead)
- Create floor plans. Show us what the space will look like so that we can confirm that you meet all life safety codes and zoning)
- 6. Fill out an application. (Make sure to sign it)
- Provide supporting documentation. (Check to see if you need a letter of entertainment, a health department checklist or a GA Department of Agriculture form)
- 8. Submit your application at the Intake Counter and pay the fees. (We take credit cards Visa, MasterCard, Check, or Money Order)
- We will review your application and contact you with approval or comments. Pick up your permit, proceed with construction, call for inspections (404-371-4915)
- 10. Once your inspections are approved, come in with your signed permit card and pick up the certificate of occupancy. You can now complete the business license process. (New application and fees, but same waiting room on the 2nd Floor and yes, you can now open for business!

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Decatur, GA 30030

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