

NEW SANITATION SERVICE



COMMERCIAL CUSTOMERS



We are delighted to welcome you to the DeKalb County Sanitation Division service area.

Your scheduled collection day(s) will be determined once a completed application has been submitted.

A new commercial customer welcome packet is attached, including paperwork necessary to establish sanitation service. In the coming weeks, garbage and/or recycling containers requested will be delivered to the commercial service address. The welcome packet contains the following items:

Letters

- Establishing commercial recycling service
- Establishing commercial sanitation service

Forms and Applications

- Special Collection form
- Recycling subscription form
- ACH cancellation request form
- Hold harmless agreement form
- Commercial account application
- Commercial hand-collection account application
- Commercial roll-off container application
- ACH recurring payment authorization form

Payments and Fees

- Commercial container options and pricing
- Commercial roll-off container fee payment options
- New service, recycling and bulky item payment options

Flyers and Brochures

- Commercial single-stream recycling flyer
- Commercial dumpster use policies and procedures
- Requirements for establishing commercial sanitation service

Requests can be submitted as follows:

Via email to CommercialService@dekalbcountyga.gov

In person at the Sanitation Division's administration building

Via USPS mail to the Sanitation Division's administration building

Via secure drop box at the Sanitation Division's administration building

While the **commercial single-stream recycling program** is optional, businesses are encouraged to subscribe to this service, and have an opportunity to do so when this application is submitted.

For more information, visit our website at www.dekalbsanitation.com, or contact our Customer Care team at CommercialService@dekalbcountyga.gov or 404.294.2900. On behalf of our various operational areas, we look forward to serving you.

Requirements for Establishing Commercial Sanitation Service

All business license applicants must provide proof of sanitation service before a business tax certificate can be issued. All business applicants must provide their DeKalb County Sanitation Division account number and proof of sanitation service, which can only be obtained from the Sanitation Division’s administrative office, **3720 Leroy Scott Drive, Decatur, GA 30032**, Monday through Friday, from 9 a.m. – 3 p.m. All fees are approved and set by the DeKalb County Board of Commissioners and per the DeKalb County Solid Waste Code, Chapter 22, Sec. 22-28, Code 1976 6-3006. Each business owner or tenant/renter is required to provide the documentation below when establishing service, by visiting the Sanitation Division’s administrative office.

New Commercial Business Owner	Commercial Business Tenant/Lease	Change in Business Ownership
<ol style="list-style-type: none"> 1. New commercial business application (signed and approved by Sanitation Division 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. Prepayment dumpster delivery and removal fee of \$150 per dumpster, plus the first month’s collection service based on dumpster size and number of service days 	<ol style="list-style-type: none"> 1. New commercial business application (signed and approved by Sanitation Division staff only) 2. Photo identification: driver’s license/state identification/passport 3. Lease agreement; no subleases 4. Proof of responsibility for sanitation services: “stated in lease” or signed and notarized statement from property owner 5. Prepayment dumpster delivery and removal fee of \$150 per dumpster, plus the first month’s collection service based on dumpster size and number of service days 	<ol style="list-style-type: none"> 1. New commercial business application (signed and approved by Sanitation Division staff only) 2. Photo identification: driver’s license/state identification/passport 3. Proof of ownership: bill of sale, title or deed 4. Lease agreement; no subleases 5. Account must be current prior to establishing new account 6. Prepayment dumpster delivery and removal fee of \$150 per dumpster, plus the first month’s collection service based on dumpster size and number of service days

Please contact the Sanitation Division’s commercial Customer Care team at (404) 294-2900 or CommercialService@dekalbcountyga.gov for more information.