

DEPARTMENT OF PLANNING & SUSTAINABILITY

November 20, 2019

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Account Number:

Dear DeKalb County Customer,

Congratulations! on applying for your 2020 Business license renewal. This letter serves as official notification of the 2020 Business license renewal, beginning January 1, 2020. This second and final letter provides, description of **NEW RENEWAL PROCESS AND IMPORTANT REMINDERS** includes information related to obtaining PDF fillable Forms, online account access, and payment method.

**IMPORTANT REMINDERS**

**FILING DUE DATES AND PENALTIES**

***Renewal application postmarked or received after the following due dates:***

Due Dates	Penalty Amount
February 1, 2020	\$100.00
March 1, 2020	\$300.00
April 1, 2020	\$600.00

**PAYMENT DUE DATE, PENALTIES, AND INTEREST**

***Renewal application postmarked or received after the due date:***

Due Dates	Penalty	Interest
April 15, 2020	10% of Amount Due	1% Per Month of Amount Due

**FORMS**

2020 Renewal forms enclosed. PDF fillable forms version of each required form is also available at our website or scan QR Code to the right for direct access. Renewal forms that do not require a notary can be completed electronically and submit via email at [blicense@dekalbcountyga.gov](mailto:blicense@dekalbcountyga.gov). All other forms must be submitted via US Postal Service or submitted in person. For a complete list of required forms and due dates, please see enclose 2020 Renewal filling requirements and Instructions.



**ONLINE ACCOUNT ACCESS AND PAYMENT**

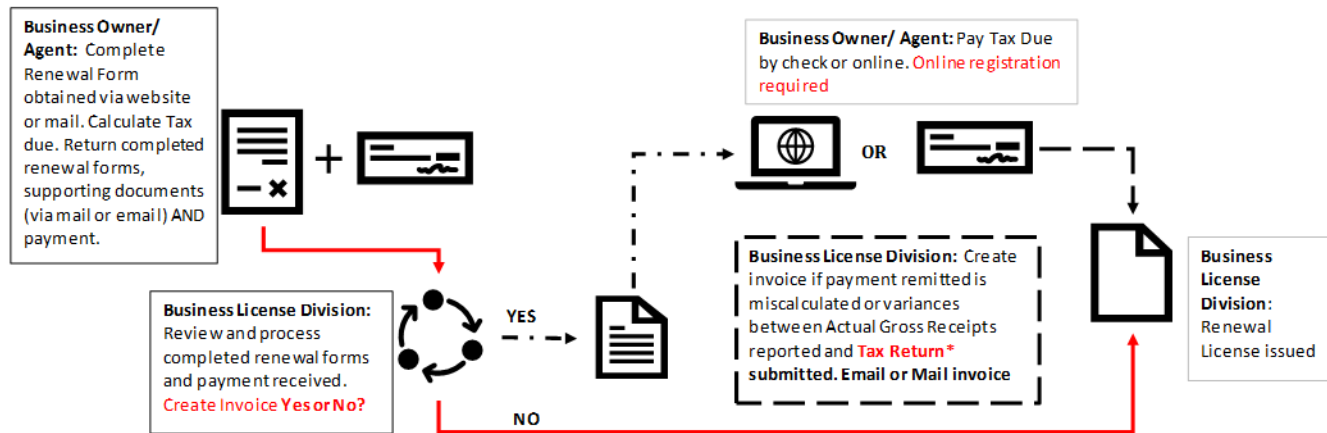
Business authorized representatives are now able to access accounts, view accounts, and pay fees online through Dynamic Portal. This website is the new site for DeKalb County's e-Permitting. First, you must set up and register an online account. Once registered, a business representative may pay all tax and fees due once the business license division processes the renewal application. Scan the QR Code to the right for direct access.



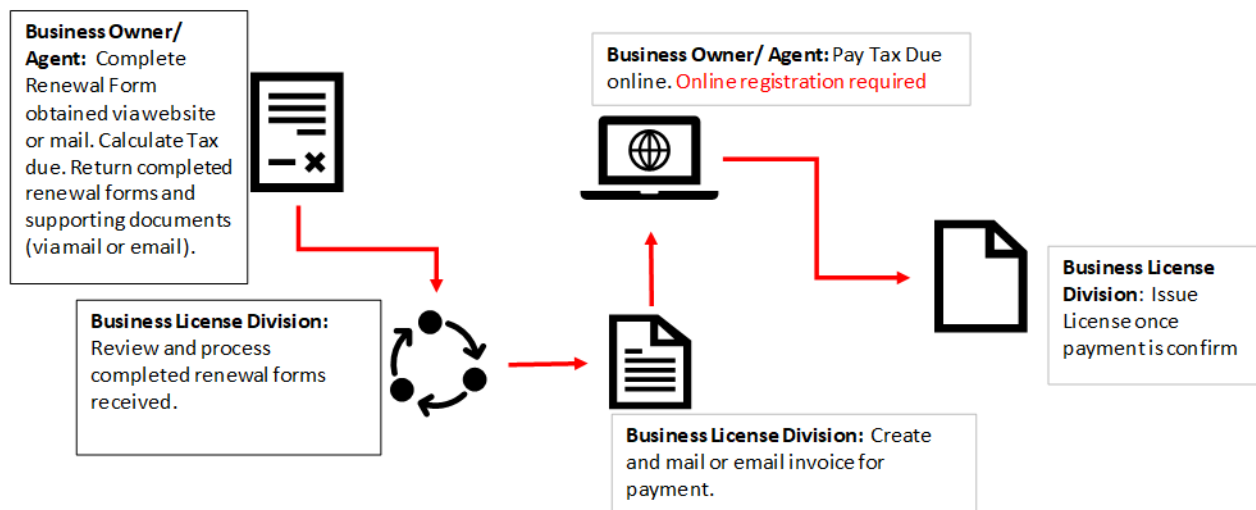
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**NEW RENEWAL PROCESS**

**BUSINESS LICENSE MAIL-IN RENEWAL PROCESS FLOW – NEW**



**BUSINESS LICENSE ONLINE RENEWAL PROCESS FLOW – NEW**



**ENCLOSED FORMS & INSTRUCTIONS**

- 2020 Business Occupation Tax Renewal Form
- DeKalb County Business Occupation Tax Table
- Affidavit Verifying Status For County Public Benefit (SAVE) – (Completed by Non – US Citizen Only)
- E-Verify Affidavit
- No Change Affidavit
- 2020 Business Occupation Filing Requirements and Instructions

Oneil Pusey  
Business License Manager