



DEKALB COUNTY ALCOHOL LICENSE AND BUSINESS REGISTRATION RENEWAL APPLICATION 2022 FILING REQUIREMENTS

178 SAMS STREET, DECATUR, GA 30031 (404) 371-2461 FAX (404) 371-2946

DeKalb County Alcohol License	Annual license fee	
DeKalb County Alcohol License - Sunday Sales	Annual license fee along with sales information for the last twelve months, the business was open. If the business has been opened less than twelve months, then enter the actual sales for the time open.	
DeKalb County Business and Occupational Tax	Consist of four (4) parts: (1) Base administrative fee \$75.00, (2) Minimum gross receipts tax \$50.00, (3) Business tax on gross receipts over \$20,000, (4) Employee fee per worker including the owner/operator, and anyone working in the business. <i>(See reverse side for instructions on how to complete the form)</i>	
Payment Due Date	Business and Occupational Tax December 31, 2021	Alcohol License Fee November 30, 2021
Penalty Due Date (10%)	Postmarked or received after December 31, 2021	Postmarked or received after November 30, 2021
Interest Due Date (1% per month)	Postmarked or received After December 31, 2020	Postmarked or received After November 30, 2021
Late Filing Penalty	Postmarked or received after	
	Due Dates	Amount
	February 1, 2022	\$100.00
	March 1, 2022	\$300.00
	April 1, 2022	\$600.00
Required Documents	<ul style="list-style-type: none"> ▪ 2022 State of Georgia Alcohol License ▪ Evidence of State Registration (if applicable) ▪ Proof of Qualification (if applicable) ▪ 2020 Federal Tax Return (only forms and schedule to prove gross receipt) or Letter from Accounting Firm ▪ No Change Affidavit ▪ Letter of Entertainment (LOE) (if applicable) ▪ 2022 Alcohol License and Business Occupational Tax Renewal Application ▪ Copy of Licensee's secure & verifiable document (Driver's License) ▪ Current Excise Account (if applicable) 	
	Email To: Alcohollicense@dekalbcountyga.gov	Mail To: Department of Planning &
		In-Person: 178 Sams Street Decatur, GA 30030

<p>How to submit Renewal Application</p>		<p>Sustainability - Division of Business Licensing P.O. Box 100020 Decatur, GA 30031- 7020</p>	<p>IN PERSON SUBMITTALS NOT AVAILABLE AT THIS TIME</p>
<p>How to Make a Payment</p>	<p>Pay Online: Make a one-time payment using your debit or credit card on our website. We do not except Discover and American Express. Scan below for direct access.</p> 	<p>Mail to: Department of Planning & Sustainability - Division of Business Licensing P.O. Box 100020 Decatur, GA 30031-7020</p> <p>We accept cashier's check or money order for the exact amount due, payable to DeKalb County Business License.</p>	<p>In-Person: 178 Sams Street, Decatur, GA 30030</p> <p>NOT AVAILABLE AT THIS TIME</p>
<p>Failure to fully complete and submit all required documentation will delay the processing of your renewal application. Any incomplete application(s) and/or forms will be mailed back to the business operator for completion.</p> <p>REMINDER: Please note: Business occupation tax certificates shall not be transferable. Transfer of ownership of the business shall be considered termination of the business and the establishment of a new business. Filing a new registration application and payment of applicable fees and taxes will be required of the new owner of the business. Failure to submit a new registration application and to pay any applicable fees will be grounds for revocation. Any attempt to transfer a business occupation tax certificate may result to being penalized as provided in section 1-10 of this code. Alcohol License is not transferable; no license for the sale of alcoholic beverages shall be transferable, as stated by Code Section 4-53.</p>			

DEKALB COUNTY ALCOHOL LICENSE AND BUSINESS REGISTRATION 2022 RENEWAL APPLICATION

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THIS FORM MUST BE FULLY COMPLETED, SIGNED BY LICENSEE AND NOTARIZED

BUSINESS INFORMATION		
RENEWAL TYPE <input type="checkbox"/> Initial <input type="checkbox"/> Subsequent	BUSINESS ACCOUNT#:	<input type="checkbox"/> CHECK HERE IF NO LONGER OPERATING DATE CLOSED:
	ALCOHOL ACCOUNT#:	
	EXCISE ACCOUNT #:	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Corporation <input type="checkbox"/> Other		
Legal/ Entity Name:		Trade Name:
Physical (Location) Address (Street, City, State, Zip) P. O. Box Not Permitted		
		GA
LICENSEE INFORMATION (MUST MATCH LICENSEE ON FILE WITH OUR OFFICE)		
Licensee First Name:		Licensee Last Name:
Licensee Phone:		Licensee Email:
Licensee Home Address (Street, City, State, Zip)		
ALCOHOL LICENSE FEE		
CHECK LICENSE(S) TO RENEW	ANNUAL FEE/RATE	AMOUNT DUE
<input type="checkbox"/> Beer Only	\$600.00	
<input type="checkbox"/> Wine Only	\$600.00	
<input type="checkbox"/> Beer & Wine Combination	\$900.00	
<input type="checkbox"/> Liquor - Package/ Wholesaler/ Consumption on Premises Only	\$4,000.00	
<input type="checkbox"/> Sunday Sales - Consumption on Premises Only *	\$1,100.00	
<input type="checkbox"/> Additional Fixed Bar(s) # _____ multiple	\$600.00	
<input type="checkbox"/> Additional Movable Bar(s) # _____ multiple	\$300.00	
<input type="checkbox"/> Patio Permit	\$100.00	
<input type="checkbox"/> Wholesaler/Importer - Beer	\$600.00	
<input type="checkbox"/> Wholesaler/Importer - Wine	\$600.00	
<input type="checkbox"/> Fraternal Org - Beer and/or Wine	\$500.00	
<input type="checkbox"/> Fraternal Org - Liquor	\$1,000.00	
SUBTOTAL DUE		
LATE PAYMENT PENALTY (10% of Subtotal Due Renewal postmark after November 30th)		
INTEREST (1%/month of Subtotal Due Renewal postmark after November 30th)		
A. TOTAL ALCOHOL LICENSE FEE DUE		
*MUST BE COMPLETED IF SUNDAY SALES - CONSUMPTION ON PREMISES IS CHECKED		
<i>Provide last twelve (12) months of Sales information, if less than twelve (12) months of sales, provide date of sales</i>		Start Date: End Date:
GROSS RECEIPTS/ SALES FROM (CHECK ONLY ONE)		Gross Sales (\$) Percentage
<input type="checkbox"/> Food and Food Service <input type="checkbox"/> Rental Of Rooms For Overnight Lodging		
GROSS RECEIPTS/ SALES FROM BEER, WINE, AND/OR LIQUOR		
TOTAL GROSS RECEIPTS/ SALES		100%

BUSINESS OCCUPATION TAX						
1. GEORGIA GROSS RECEIPTS (2022 Estimate)						
2. EXEMPTION			\$20,000.00			
3. TAXABLE GROSS RECEIPTS <i>(Subtract line 2 from line 1, if negative enter \$0.00)</i>						
4. GROSS RECEIPT TAX (Max. \$50,000.00) <i>(Multiple line 3 by rate)</i>			NAICS: Rate:			
5. EMPLOYEE FEE (At least one, include owner/operator) <i>(Multiple # of Employee by Rate)</i> Required E-Verify # (10 or More Employees) _____			# of Employee(s) _____ Rate: _____			
6. ADMINISTRATIVE FEE \$75.00 (Nonrefundable/ Nontransferable)						
7. FLAT TAX FEE \$50.00						
8. PRIOR YEAR BALANCE (Add lines 8a & 8b)						
2020 GROSS RECEIPT	(A) Gross Receipts	(B) Exemption	A - B = (C) Taxable Gross Receipts <i>(if negative enter \$0.00)</i>	(D) Gross Receipt Tax Rate	C x D = (E) Gross Receipt Tax	
ACTUAL		\$20,000.00				
ESTIMATED		\$20,000.00				
A. GROSS RECEIPTS TAX DUE (Actual Tax Due minus Estimated Tax Due)						
2020 EMPLOYEES		(F) Number of Employee(s)	(G) Employee Tax Rate		G x H = (I) Employee Tax Due	
ACTUAL						
ESTIMATED						
B. EMPLOYEE TAX DUE (Actual Tax Due minus Estimated Tax Due)						
9. OTHER CREDITS/ ADJUSTMENTS						
10. SUB-TOTAL OCCUPATION TAX DUE <i>(Add line 4, 5, 6, 7, 8 & 9)</i>						
11. LATE PAYMENT PENALTY (10% of Tax Due subtotal postmark after December 31 st) (line 10)						
12. INTEREST (1% per month of Tax Due subtotal postmark after December 31 st) (line 10)						
13. LATE FILING PENALTY (Renewal postmark after February 1 st)						
B. TOTAL BUSINESS OCCUPATION TAX DUE (Add lines 10, 11, 12, & 13)						
C. TOTAL ALCOHOL LICENSE FEE & OCCUPATION TAX DUE <i>(Add Lines A page 1 of 3, & Line B page 2 of 3)</i>						
I certify that the 2020 ACTUAL figures are true and correct, and the 2022 ESTIMATE for this year is a good faith estimate or last year's actual.						
_____ PRINT OWNER'S/ AUTHORIZED AGENT FULL NAME			_____ SIGNATURE		_____ DATE	

ACCEPTANCE AND ACKNOWLEDGEMENT

- **Alcohol Renewal Application:** are due by November 30 for the next calendar year. Renewal application postmarked after November 30 will be charged a ten (10) percent late payment penalty and interest charges of one (1) percent. License will be revoked if not received by Dec 31 and will have to be reapplied for.
- **Licensee:** must always be a person and the licensee on file with our office must sign the renewal form. Do not complete this renewal form if you are planning any changes. Please contact our office for additional information.
- **Arrest Record:** Has the licensee, registered agent, partner or any other person having any financial interest in this business been arrested, indicted or convicted for an offense by any City, County, state, Federal Officer or any Governmental Authority within the last twelve (12) months? Yes No. If yes, please give full details:

- **Sunday Sales:** I certify that I have a working knowledge of the books and records of the above establishment and to the best of my knowledge that these figures are true and correct. I hereby affirm in accordance with DeKalb County Ordinances 4-128; 4-149; and 4-164 that at least 60% of this establishment's food and beverage service for the last 12 months (365 days) is derived from the sales of food and food products. I further affirm that DeKalb County may request an audit, at any time, at the licensee's expense to verify these figures. I acknowledge Sunday Sales are only authorized from 11:30 noon Sunday until 2:30 a.m. Monday Morning.

I, hereby certify that said applicant and licensee signed this renewal application for after stating to me personal knowledge and understanding that all statements and answers made herein are complete, correct and true

ON THIS THE _____ DAY OF _____, 20_____.

NOTARY PUBLIC

My Commission Expires: _____

I, do solemnly swear subject to criminal penalties that the statement and answers made by me to the foregoing questions in this renewal application are true and correct and no false or fraudulent information, statements or answers are made to procure granting of the County Privilege License on

THIS THE _____ DAY OF _____, 20_____.

Print Licensee Name

Licensee Signature

BUSINESS LICENSE RENEWAL AFFIDAVIT - 20_____

The undersigned, _____, being duly sworn, says the following:
(Licensee)

1. Have there been changes of ownership of the establishment? Yes No If yes, please explain

2. There have been no changes in any information and data contained in and furnished with my original DeKalb County Business Registration application.
3. In the past year, have you been convicted of or pleaded nolo contendere to a violation of any federal, state, or county law concerning crime of moral turpitude, misdemeanor, or violation of this Code directly relates to the business for which the certificate is sought? If yes, please explain the violation and provide the date of adjudication and the court of adjudication:

4. I am familiar with all laws, rules and regulations of the State of Georgia and all ordinances of DeKalb County covering the operation of the business establishment I will operate under this renewal.

I swear that all the information contained in the original application is true and I understand that such application is made a part of this renewal application and the renewal is based upon the information contained in the original application. DeKalb County sec. 15-45(a). A license issued pursuant to the provisions of this division shall be denied, suspended or revoked by the director if the licensee furnishes fraudulent or untruthful information in the original, renewal or transfer application for a license or omits information required in the original, renewal or transfer application for a license and for failure to pay all fees, taxes or other charges imposed under the provisions of this chapter.

Sworn to and subscribed to before me

Licensee's Signature

this _____ day of _____, 20____.

Notary Public

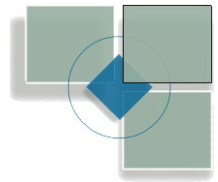
My commission expires:
(SEAL)



DeKalb County Planning & Development Department

178 Sams Street
Decatur, GA 30030

Phone: (404) 371-2155
Fax: (404) 371-2778
www.dekalbcountyga.gov



Chief Executive Officer
Michael Thurmond

Andrew A. Baker, AICP
Director

Letter of Entertainment

READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM

- Both the tenant and property owner are required to sign the form.
- All signatures must be original. Fax and Xerox signatures are not acceptable.
- Both signatures must be individually notarized (two seals, two stamps, etc.).
- *Agents (holding companies, property managers, attorneys, etc.) signer for property owner must attach any and all documentation necessary to prove they have authorization to act on behalf of the owner. Failure to provide such information **will delay** approval of all permits and licenses necessary to open this business.

DEPARTMENT USE ONLY	
TAX ID #	_____
AP #	_____

Current Name of Business: _____

Previous Name of Business (if name has changed in past twelve (12) months): _____

Address of Business: _____

Business Contact Number: _____

EACH OF THE FOLLOWING QUESTIONS MUST BE ANSWERED COMPLETELY:		YES	NO
1.	Does this establishment sell tobacco products, allow smoking, or otherwise allow consumption of tobacco products on the premises including but not limited to Hookah Services? <i>Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, e-cigarette, oral smoking device, or pipe, or any other lighted or heated tobacco intended for inhalation, in any manner or in any form.</i> (Please Refer to DeKalb County Clean Indoor Air Ordinance) File No. 52-1548		
2.	Is this Letter of Entertainment request for a new establishment or renewal of an existing establishment? <input type="checkbox"/> New Establishment <input type="checkbox"/> Renewal of Existing Establishment		
3.	Does this establishment include a patio or deck? If yes, please specify:		
4.	Is this establishment a Freestanding bar? <i>Definition of Freestanding bar: An establishment that is devoted to the serving of alcoholic beverages for consumption by guests on the premises and which derives at least fifty (50) percent of its total annual gross food and beverage sales from the sale of beverages, including but not limited to taverns, nightclubs, cocktail lounges, and cabarets.</i>		
5.	Is this establishment a restaurant? <i>Definition of Restaurant: An establishment where food and drink are prepared, served, and consumed primarily within the principal building.</i>		
6.	If yes, does this restaurant serve beer, wine, and alcohol no later than 12:30 a.m.?		
7.	Is this a late-night establishment? <i>Definition of Late Night Establishment: Any establishment licensed to dispense alcoholic beverages for consumption on premises where such establishment is open for use by patrons beyond 12:30 a.m.</i>		
8.	Is this establishment a nightclub with dancing and musical entertainment? <i>Definition of Nightclub: A commercial establishment dispensing alcoholic beverages for consumption on the premises and in which dancing and musical entertainment is allowed.</i>		
9.	Is this an "Adult Entertainment" establishment as defined by the DeKalb County Zoning and Adult Entertainment licensing and alcohol beverage ordinances?		
10.	Has a Special Land Use Permit (SLUP) been approved for this establishment? If yes; please provide Case Number _____.		
11.	Are you permitted to sell alcohol on Sunday? Licensed establishments deriving a minimum of sixty (60) percent of their total annual gross food and beverage sale from the sale of prepared meal or food are authorized to apply for a Sunday sales permit to sell and serve distilled spirits by the drink from 11:00 am on a Sunday until 2:00a.m. of the following Monday.		

Operation hours cannot exceed time permitted by the Alcohol Licensing Ordinance in chapter 4 of the DeKalb Code.

Hours of operation: A.) Monday through Wednesday pouring hours are from 9:00a.m. until 2:00a.m. closing hours 2:30 B.) Thursday through Saturday pouring hours are from 9:00a.m. until 2:30a.m. closing hours 3:00 C.) Sunday pouring hours are from 11:00 a.m. until 2:00a.m. closing hours 2:30



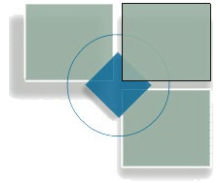
DeKalb County
GEORGIA

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Letter of Entertainment

I, THE UNDERSIGNED, DO HEREBY SWEAR OR AFFIRM, UNDER PENALTY OF PERJURY, THAT I HAVE ANSWERED THE ABOVE QUESTIONS AND STATEMENTS TRUTHFULLY AND ACCURATELY AND I UNDERSTAND THAT THE BUILDING PERMIT(S) AND CERTIFICATE(S) OF OCCUPANCY ISSUED IN RELATION TO THIS "ENTERTAINMENT STATEMENT" ARE CONDITIONED ON THE ANSWERS TO THE ABOVE QUESTIONS AND STATEMENTS.

I, THE UNDERSIGNED AFFIRM THAT THE BUSINESS OPERATING NAME IS THE AS THE NAME REFERENCED ON ALL COUNTY APPLICATIONS.

I ALSO UNDERSTAND THAT SHOULD I, IN THE FUTURE, OFFER ANY USE NOT EXPRESSLY PERMITTED BY THE DEKALB COUNTY CODE OR STATE LAW AND/ OR CHANGE THE USE OF THE ESTABLISHMENT FROM THE APPROVED PERMITTED USE, THAT MY CERTIFICATE OF OCCUPANCY SHALL BE IMMEDIATELY NULL AND VOID.

Sworn to and subscribed before me this _____
day of _____ 20 _____

Notary Public

Sign _____
Tenant or authorized agent
(Print/Type name) _____

Sworn to and subscribed before me this _____
day of _____ 20 _____

Notary Public

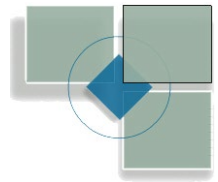
Sign _____
Property owner or authorized agent
(Print/Type name) _____



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Letter of Entertainment

TO BE COMPLETED BY PLANNING DEPARTMENT STAFF AFTER REVIEW OF LETTER OF ENTERTAINMENT AND SUPPORTING DOCUMENTATION

Alcohol Serving Establishments Within 1,500 feet of residentially zoned property

License Review Type	Approved	Denied	Not Applicable
New License close at 12:30 am			
New License – Nightclub- SLUP granted			
New License- Late Night – SLUP granted			
Renewal License close at 12:30 am			
Renewal License –Late Night- No SLUP Required (grandfather documents submitted/validated)			
Renewal License -Nightclub- No SLUP Required (grandfather documents submitted/validated)			

Alcohol Serving Establishments Beyond 1,500 feet of residentially zoned property

License Review Type	Approved	Denied	Not Applicable
New License close at 12:30 am			
New License – Nightclub			
New License – Late Night			
Renewal License close at 12:30 am			
Renewal License – Nightclub			
Renewal License – Late Night			

This _____ day of _____, 20____ I have reviewed this letter of entertainment application and have taken the actions set forth above.

(Sign Name)

(Print Name)

(Title)