


DEKALB COUNTY ALCOHOL LICENSE AND BUSINESS REGISTRATION RENEWAL APPLICATION 2020 FILING REQUIREMENTS

330 W. PONCE DE LEON AVE. 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>		
Due Dates	Business and Occupational Tax December 31, 2019	Alcohol License Fee November 30, 2019	
Penalty Due Date (10%)	Postmarked or received after December 31, 2019	Postmarked or received after November 30, 2019	
Interest Due Date (1% per month)	Postmarked or received After December 31, 2019	Postmarked or received After November 30, 2019	
Required Documents	<ul style="list-style-type: none">▪ 2020 State of Georgia Alcohol License▪ Evidence of State Registration (if applicable)▪ Proof of Qualification (if applicable)▪ 2018 Federal Tax Return (only forms and schedule to prove gross receipt) or Letter from Accounting Firm▪ No Change Affidavit (Enclosed)▪ Affidavit Verifying Status For County Public Benefit (SAVE) (if applicable)▪ E-Verify Affidavit▪ Letter of Entertainment (LOE) (if applicable)▪ 2020 Alcohol License and Business Occupational Tax Renewal Application▪ Copy of Licensee’s secure & verifiable document (Driver’s License)▪ Current Excise Account (if applicable)		
How to Make a Payment	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. 	Mail to: Department of Planning & Sustainability - Division of Business Licensing P.O. Box 100020 Decatur, GA 30031-7020 We accept cashier’s check or money order for the exact amount due, payable to DeKalb County Business License .	In-Person: 330 W. Ponce de Leon Ave. 2 nd Fl Decatur, GA 30031 No Cash. We accept all other payment methods except Discover and American Express.

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.

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.