

Chief Executive Officer
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Andrew A. Baker, AICP

Dear DeKalb County Business Customer,

Congratulations! You are applying for the 2021 Business and Alcohol License. This letter serves as official notification of the **Alcohol License Renewal season - October 1, 2020 thru December 31, 2020**. This letter includes information on how to submit your renewal application and payment method. Due to the temporary closure of county facilities to the public, in-person submission of renewal application(s) and payment(s) are currently unavailable until further notice.

The following options are available to submit forms and pay fees:

Option 1 – Submit Forms via Email and Pay online: Complete and submit renewal application along with the required documentation to alcohollicense@dekalbcountyga.gov. Once received, allow one (1) week for review and processing. **If taxes due are calculated incorrectly, applicant will be notified of the reassessment (Tax Due or Over payment).** Once review is completed, fees will be generated and posted to account for payment online (**online account registration required before payments can be made online**). Once payment is confirmed, renewal license will be emailed or may be mailed upon request.

Option 2 – Submit Forms and Payment via Mail: Complete and submit renewal application along with the required documentation and payment to PO Box 100020 Decatur, GA. 30031-7020. Once received, allow one (1) week for review and processing. **If taxes due are calculated incorrectly, applicant will be notified of the reassessment (Tax Due or Over payment).** Once review and processing are completed, renewal license will be emailed or may be mailed upon request.

ENCLOSED FORMS & INSTRUCTIONS

- **2021 Alcohol and Business Occupation Tax Renewal Form**
- **2021 Alcohol and Business Occupation Filing Requirements and Instructions**
- **DeKalb County Business Occupation Tax Table**
- **Affidavit Verifying Status For County Public Benefit (SAVE) *non-US Citizens only***
- **E-Verify Affidavit**
- **No Change Affidavit**
- **Letter of Entertainment (LOE)**

If you have any questions or concerns, you may contact the DeKalb County Business and Alcohol License office via email at Alcohollicense@dekalbcountyga.gov or call 404-371-2461.

Sincerely,

Oneil Pusey
Business License Manager

cc: Andrew Baker, Director
Rick E. Cunningham, Deputy Director