



## DEKALB COUNTY ALCOHOL LICENSE AND BUSINESS REGISTRATION RENEWAL APPLICATION **2021 FILING REQUIREMENTS**

**330 W. PONCE DE LEON AVE. DECATUR, GA 30031 (404) 371-2461 FAX (404) 371-2946**

<b>DeKalb County Alcohol License</b>	Annual license fee	
<b>DeKalb County Alcohol License - Sunday Sales</b>	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.	
<b>DeKalb County Business and Occupational Tax</b>	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>	
<b>Payment Due Date</b>	<b>Business and Occupational Tax</b> December 31, 2020	<b>Alcohol License Fee</b> November 30, 2020
<b>Penalty Due Date (10%)</b>	Postmarked or received after December 31, 2020	Postmarked or received after November 30, 20120
<b>Interest Due Date (1% per month)</b>	Postmarked or received After December 31, 2020	Postmarked or received After November 30, 2020
<b>Late Filing Penalty</b>	<b>Postmarked or received after</b>	
	<b>Due Dates</b>	<b>Amount</b>
	February 1, 2021	\$100.00
	March 1, 2021	\$300.00
	April 1, 2021	\$600.00
<b>Required Documents</b>	<b>NOT APPLICABLE</b>  <ul style="list-style-type: none"> <li>▪ 2021 State of Georgia Alcohol License</li> <li>▪ Evidence of State Registration (if applicable)</li> <li>▪ Proof of Qualification (if applicable)</li> <li>▪ 2019 Federal Tax Return (only forms and schedule to prove gross receipt) or Letter from Accounting Firm</li> <li>▪ No Change Affidavit (Enclosed)</li> <li>▪ Affidavit Verifying Status For County Public Benefit (SAVE) <i>(non-US Citizens only)</i></li> <li>▪ Private Employer Affidavit (E-Verify)</li> <li>▪ Letter of Entertainment (LOE) (if applicable)</li> <li>▪ 2021 Alcohol License and Business Occupational Tax Renewal Application</li> <li>▪ Copy of Licensee's secure &amp; verifiable document (Driver's License)</li> <li>▪ Current Excise Account (if applicable)</li> </ul>	

<p><b>How to submit Renewal Application</b></p>	<p><b>Email To:</b> <a href="mailto:Alcohollicense@dekalbcountyga.gov">Alcohollicense@dekalbcountyga.gov</a></p> 	<p><b>Mail To:</b> Department of Planning &amp; Sustainability - Division of Business Licensing P.O. Box 100020 Decatur, GA 30031- 7020</p>	<p><b>In-Person:</b> 330 W. Ponce de Leon Ave. 2nd Fl Decatur, GA 30031</p> <p><b>NOT AVAILABLE AT THIS TIME</b></p>
<p><b>How to Make a Payment</b></p>	<p><b>Pay Online:</b> 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><b>Mail to:</b> Department of Planning &amp; 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 <b>DeKalb County Business License.</b></p>	<p><b>In-Person:</b> 330 W. Ponce de Leon Ave. 2nd Fl Decatur, GA 30031</p> <p><b>NOT AVAILABLE AT THIS TIME</b></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.**

**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.

## DEKALB COUNTY ALCOHOL LICENSE AND BUSINESS REGISTRATION 2021 RENEWAL APPLICATION INSTRUCTIONS

**330 W. PONCE DE LEON AVE. | DECATUR | GA | 30031 | PH (404) 371-2461 | FAX (404) 371-2946**

<b>LINE 1</b> GEORGIA GROSS RECEIPTS		ENTER <b>2021 Estimated Gross Receipts</b> as defined by DeKalb County Ordinance Section 15-27(9).
<b>LINE 2</b> EXEMPTION		<b>\$20,000.00 Allowance</b>
<b>LINE 3</b> TAXABLE GROSS RECEIPTS		Subtract <b>LINE 2</b> from <b>LINE 1</b> , If <b>Negative</b> ENTER "0".
<b>LINE 4</b> GROSS RECEIPTS TAX	<b>STEP 1</b>	Use DeKalb County Business Occupation Tax Table to identify the <b>Gross Receipts Tax Rate</b> that corresponds to the first three (3) digits of your <b>NAICS CODE</b> , which describes the primary business activity.
	<b>STEP 2</b>	ENTER <b>Gross Receipts Tax Rate</b> identified in <b>STEP 1</b> .
	<b>STEP 3</b>	Multiply <b>LINE 3</b> by Gross Receipts Tax Rate entered in <b>STEP 2</b> . (if the total is more than \$50,000.00 ENTER " <b>\$50,000.00</b> ")
<b>LINE 5</b> EMPLOYEE(S)	<b>STEP 1</b>	ENTER number of Employee(s)/Practitioner(s) ( <i>At least one (1), including owner/operator</i> )
	<b>STEP 2</b>	Enter <b>Employee Rate</b> which corresponds with the first three (3) digits of your <b>NAICS CODE</b> from the DeKalb County Business Occupation Tax Table.
	<b>STEP 3</b>	Multiply the number of Employee(s) identified on <b>LINE 5 STEP 1</b> , by Employee Rate <b>LINE 5 STEP 2</b>
<b>LINE 6</b> ADMINISTRATIVE FEE		<b>\$75.00</b> ( <i>Nonrefundable/ Nontransferable</i> )
<b>LINE 7</b> FLAT TAX FEE		<b>\$50.00 FEE</b>
<b>LINE 8</b> PRIOR YEAR BALANCE	<b>STEP 1</b>	ENTER <b>2019 GROSS RECEIPTS ACTUAL REPORTED ON TAX RETURN &amp; ESTIMATED</b> in <b>Column (A)</b>
	<b>STEP 2</b>	Subtract Exemption (\$20,000.00) from Gross Receipts Actual & Estimated in <b>Column (A)</b>
	<b>STEP 3</b>	ENTER <b>Gross Receipt Tax Rate</b> identified in <b>LINE 4 STEP 1</b> in <b>Column (D)</b>

## DEPARTMENT OF PLANNING & SUSTAINABILITY

<b>LINE 8</b> PRIOR YEAR BALANCE	<b>STEP 4</b>	Multiply the result of <b>LINE 8, STEP 2 (Column C)</b> by <b>LINE 8, STEP 3 (Column D)</b> . If more than \$50,000.00 <b>ENTER "\$50,000.00."</b>								
	<b>STEP 5</b>	Subtract Estimated Gross Receipt Tax from Actual Gross Receipt Tax								
	<b>STEP 7</b>	<b>ENTER</b> Actual and Estimated number of Employee(s) in <b>Column (F)</b>								
	<b>STEP 8</b>	<b>Enter Employee Rate</b> which corresponds with the first three (3) digits of your <b>NAICS CODE</b> from the DeKalb County Business Occupation Tax Table in <b>Column (G)</b>								
	<b>STEP 9</b>	Multiply the number of Employee(s) identified on <b>LINE 8 STEP 7 (Column F)</b> , by Employee Rate <b>LINE 8 STEP 8 (Column G)</b>								
	<b>STEP 10</b>	Subtract Estimated Employees Tax Due from Actual Employees ( <b>Column I</b> )								
	<b>STEP 11</b>	<b>ENTER</b> the <b>SUM</b> of <b>LINE 8A &amp; LINE 8A</b>								
<b>LINE 9</b> OTHER CREDITS/ ADJUSTMENTS	<b>ENTER ANY CREDITS FOR OVERPAYMENT MADE IN PREVIOUS YEARS</b>									
<b>LINE 10</b> SUBTOTAL BUSINESS OCCUPATION TAX DUE	<b>ENTER</b> sum of <b>LINES 4, 5, 6, 7, 8 &amp; 9</b>									
<b>LINE 11</b> LATE PAYMENT PENALTY	Multiply <b>LINE 10</b> by <b>10%</b> , renewal application payment postmarked or received after December 31, 2020.									
<b>LINE 12</b> INTEREST	Multiply <b>LINE 10</b> by <b>1% PER MONTH</b> , renewal application payment postmarked or received after December 31, 2020									
<b>LINE 13</b> LATE FILING PENALTY	<b>ENTER</b> penalty amount based on renewal application postmarked or received after Due Dates; <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Due Dates</th> <th style="padding: 5px;">Penalty Amount</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><b>February 1, 2021</b></td> <td style="padding: 5px;"><b>\$100.00</b></td> </tr> <tr> <td style="padding: 5px;"><b>March 1, 2021</b></td> <td style="padding: 5px;"><b>\$300.00</b></td> </tr> <tr> <td style="padding: 5px;"><b>April 1, 2021</b></td> <td style="padding: 5px;"><b>\$600.00</b></td> </tr> </tbody> </table>		Due Dates	Penalty Amount	<b>February 1, 2021</b>	<b>\$100.00</b>	<b>March 1, 2021</b>	<b>\$300.00</b>	<b>April 1, 2021</b>	<b>\$600.00</b>
Due Dates	Penalty Amount									
<b>February 1, 2021</b>	<b>\$100.00</b>									
<b>March 1, 2021</b>	<b>\$300.00</b>									
<b>April 1, 2021</b>	<b>\$600.00</b>									
<b>LINE B</b> <b>TOTAL BUSINESS</b> <b>OCCUPATION TAX DUE</b>	<b>ENTER</b> sum of <b>LINES 10, 11, 12, &amp; 13</b>									

## DEPARTMENT OF PLANNING & SUSTAINABILITY

<b>LINE C</b> <b>TOTAL ALCOHOL LICENSE</b> <b>FEES &amp; OCCUPATION TAX</b> <b>DUE</b>	ENTER sum of LINES A (page 1 of 3), & Line B (page 2 of 3)
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***Thank you for completing your 2021 Business & Alcohol License Renewal Forms! 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 documentations to [alcohollicense@dekalbcountyga.gov](mailto:alcohollicense@dekalbcountyga.gov). Once received allow one (1) week for review and processing. Once 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 mailed upon request.

**Option 2 – Submit Forms and Payment via Mail**

Complete and submit renewal application along with the required documentations and payment to PO Box 100020 Decatur, GA. 30031-7020. Once received allow one (1) week for review and processing. Once review and processing are completed renewal license will be emailed or mailed upon request..

**Option 3 – Submit Forms and Payment in-Person (**OFFICE TEMPORARILY CLOSED DUE TO COVID-19**)**

Complete and submit renewal application along with the required documentation and payment to 330 W. Ponce de Leon Ave. 2<sup>nd</sup> Floor Decatur, GA. 30030. Intake will review for completeness.

## DEKALB COUNTY ALCOHOL LICENSE AND BUSINESS REGISTRATION 2021 RENEWAL APPLICATION

330 W. PONCE DE LEON AVE. DECATUR GA 30031 (404) 371-2461 FAX (404) 371-2946

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

BUSINESS INFORMATION			
<b>RENEWAL TYPE</b> <input type="checkbox"/> Initial <input type="checkbox"/> Subsequent	<b>BUSINESS ACCOUNT#:</b> <b>ALCOHOL ACCOUNT#:</b> <b>EXCISE ACCOUNT #:</b>	<input type="checkbox"/> CHECK HERE IF NO LONGER OPERATING DATE CLOSED:	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Corporation <input type="checkbox"/> Other			
<b>Legal/ Entity Name:</b>		<b>Trade Name:</b>	
<b>Physical (Location) Address (Street, City, State, Zip) P. O. Box Not Permitted</b>			
		GA	
LICENSEE INFORMATION (MUST MATCH LICENSEE ON FILE WITH OUR OFFICE)			
<b>Licensee First Name:</b>		<b>Licensee Last Name:</b>	
<b>Licensee Phone:</b>		<b>Licensee Email:</b>	
<b>Licensee Home Address (Street, City, State, Zip)</b>			
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		
<b>SUBTOTAL DUE</b>			
<b>LATE PAYMENT PENALTY (10% of Subtotal Due Renewal postmark after November 30<sup>th</sup>)</b>			
<b>INTEREST (1%/month of Subtotal Due Renewal postmark after November 30<sup>th</sup>)</b>			
<b>A. TOTAL ALCOHOL LICENSE FEE DUE</b>			
<b>*MUST BE COMPLETED IF SUNDAY SALES – CONSUMPTION ON PREMISES IS CHECKED</b>			
<b>Provide last twelve (12) months of Sales information, if less than twelve (12) months of sales, provide date of sales</b>		<b>Start Date:</b>	<b>End Date:</b>
<b>GROSS RECEIPTS/ SALES FROM (CHECK ONLY ONE)</b>		<b>Gross Sales (\$)</b>	<b>Percentage</b>
<input type="checkbox"/> Food and Food Service			
<input type="checkbox"/> Rental Of Rooms For Overnight Lodging			
<b>GROSS RECEIPTS/ SALES FROM BEER, WINE, AND/OR LIQUOR</b>			
<b>TOTAL GROSS RECEIPTS/ SALES</b>			<b>100%</b>

BUSINESS OCCUPATION TAX						
<b>1. GEORGIA GROSS RECEIPTS</b> (2021 Estimate)						
<b>2. EXEMPTION</b>				<b>\$20,000.00</b>		
<b>3. TAXABLE GROSS RECEIPTS</b> (Subtract line 2 from line 1, if negative enter \$0.00)						
<b>4. GROSS RECEIPT TAX</b> (Max. \$50,000.00) (Multiple line 3 by rate)				NACIS: Rate:		
<b>5. EMPLOYEE FEE</b> (At least one, include owner/operator) (Multiple # of Employee by Rate) Required <b>E-Verify</b> # (10 or More Employees) _____				# of Employee(s) _____ Rate: _____		
<b>6. ADMINISTRATIVE FEE \$75.00</b> (Nonrefundable/ Nontransferable)						
<b>7. FLAT TAX FEE \$50.00</b>						
<b>8. PRIOR YEAR BALANCE</b> (Add lines 8a & 8b)						
<b>2019 GROSS RECEIPT</b>	<b>(A) Gross Receipts</b>	<b>(B) Exemption</b>	<b>A - B = (C) Taxable Gross Receipts (if negative enter \$0.00)</b>	<b>(D) Gross Receipt Tax Rate</b>	<b>C x D = (E) Gross Receipt Tax</b>	
ACTUAL		\$20,000.00				
ESTIMATED		\$20,000.00				
<b>A. GROSS RECEIPTS TAX DUE</b> (Actual Tax Due minus Estimated Tax Due)						
<b>2019 EMPLOYEES</b>		<b>(F) Number of Employee(s)</b>	<b>(G) Employee Tax Rate</b>		<b>G x H = (I) Employee Tax Due</b>	
ACTUAL						
ESTIMATED						
<b>B. EMPLOYEE TAX DUE</b> (Actual Tax Due minus Estimated Tax Due)						
<b>9. OTHER CREDITS/ ADJUSTMENTS</b>						
<b>10. SUB-TOTAL OCCUPATION TAX DUE</b> (Add line 4, 5, 6, 7, 8 & 9)						
<b>11. LATE PAYMENT PENALTY</b> (10% of Tax Due subtotal postmark after December 31 <sup>st</sup> ) (line 10)						
<b>12. INTEREST</b> (1% per month of Tax Due subtotal postmark after December 31 <sup>st</sup> ) (line 10)						
<b>13. LATE FILING PENALTY</b> (Renewal postmark after February 1 <sup>st</sup> )						
<b>B. TOTAL BUSINESS OCCUPATION TAX DUE</b> (Add lines 10, 11, 12, & 13)						
<b>C. TOTAL ALCOHOL LICENSE FEE &amp; OCCUPATION TAX DUE</b> (Add Lines <b>A</b> page 1 of 3, & Line <b>B</b> page 2 of 3)						
<p>I certify that the 2019 ACTUAL figures are true and correct, and the 2021 ESTIMATE for this year is a good faith estimate or last year's actual.</p>						
<p>_____ PRINT OWNER'S/ AUTHORIZED AGENT FULL NAME</p>				<p>_____ SIGNATURE</p>		<p>_____ DATE</p>

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 Name\_\_\_\_\_  
License #/Occupation Tax #

- ☐ Business Occupation Tax Certificate  
☐ Alcohol License

**AFFIDAVIT VERIFYING STATUS FOR COUNTY PUBLIC BENEFIT APPLICATION****O.C.G.A. § 50-36-1(e)(2)**

By executing this affidavit under oath, as an applicant for a Business License / Occupational Tax Certificate as referenced in O.C.G.A. § 50-36-1, from DeKalb County the undersigned applicant verifies one of the following with respect to my application for public benefit:

**Do not check more than ONE option.**

- ☐ 1) I am a United States citizen, 18 years of age or older.
- ☐ 2) I am a legal permanent resident of the United States 18 years of age or older.
- ☐ 3) I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A § 50-36-1(e)(1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as: (i.e. driver's license, I-551, I-766, Passport, etc.)

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, of the Official Code of the State of Georgia.

Executed on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Applicant Phone Number\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_ LICENSE #/OCCUPATION TAX # \_\_\_\_\_  
NUMBER OF EMPLOYEES (COMPANY-WIDE) \_\_\_\_\_

**PRIVATE EMPLOYER AFFIDAVIT PURSUANT TO O.C.G.A. § 36-60-6(d)**

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

**SECTION 1. Please check only one:**

(A) On January 1st of the below-signed year, the individual, firm, or corporation employed **more than ten (10)** employees<sup>1</sup>

\*\*\* If you select Section 1(A), please fill out Section 2 and then execute below.

(B) On January 1st of the below-signed year, the individual, firm, or corporation employed **ten (10) or fewer** employees.

\*\*\* If you select Section 1(B), please **skip** Section 2 and execute Section 3 below.

**SECTION 2.**

**The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:**

\_\_\_\_\_  
Name of Private Employer

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

-----  
**SECTION 3.**

**I hereby declare under penalty of perjury that the foregoing is true and correct.**

**Executed on \_\_\_\_\_, \_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_(city), \_\_\_\_\_ (state).**

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

<sup>1</sup>Sec. 15-27 Employee means an individual whose work is performed under the direction and supervision of the employer and whose employer withholds FICA, federal income tax, or state income tax from such individual's compensation or whose employer issues to such individual for purposes of documenting compensation a form I.R.S. W-2 but not a form I.R.S. 1099.

**BUSINESS LICENSE RENEWAL AFFIDAVIT – 2021**

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

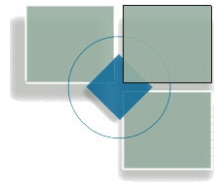
\_\_\_\_\_  
Licensee's Signature

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public

\_\_\_\_\_  
My commission expires:  
(SEAL)

Effective Date 9.11.2020



Chief Executive Officer  
Michael Thurmond

## 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 Planning & Development Department

330 West Ponce De Leon Avenue

Suites 100-500

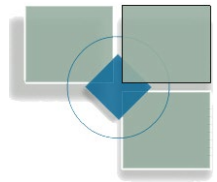
Decatur, GA 30030

Phone: (404) 371-2155

Fax: (404) 371-2778

[www.dekalbcountyga.gov](http://www.dekalbcountyga.gov)

Andrew A. Baker, AICP  
Director



Chief Executive Officer  
Michael Thurmond

## 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

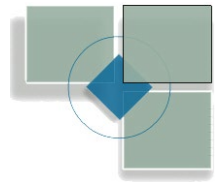
(Print/Type name) \_\_\_\_\_



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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)

## DEKALB COUNTY BUSINESS OCCUPATION TAX TABLE

First Three (3) Digits of NACIS CODE	Gross Receipts Tax Rate	Employee Fee	Description of Primary Business Activity	Tax Class
111	0.0009	\$10.00	Crop Production	4
112	0.0007	\$8.00	Animal Production	3
113	0.0009	\$10.00	Forestry and Logging	4
114	0.0009	\$10.00	Fishing, Hunting and Trapping	4
115	0.0013	\$14.00	Crop Production Support Activities	6
153	0.0009	\$10.00	Forestry Support Activities	4
211	0.0011	\$12.00	Oil and Gas Extraction	5
212	0.0009	\$10.00	Metal Ore Mining	4
213	0.0009	\$10.00	Mining Support Activities	4
221	0.0005	\$6.00	Electric, Gas, and Sanitary Services	2
233	0.0007	\$8.00	Construction-Building, Developing and General Contractors	3
234	0.0007	\$8.00	Heavy Construction Other Than Building-Contractors	3
235	0.0007	\$8.00	Construction-Special Trade Contractors	3
311	0.0005	\$6.00	Manufacturing - Food	2
312	0.0009	\$10.00	Manufacturing-Beverage and Tobacco Product	4
313	0.0009	\$10.00	Manufacturing-Textile Mills	4
314	0.0009	\$10.00	Manufacturing-Textile Product Mills	4
315	0.0009	\$10.00	Manufacturing-Apparel	4
316	0.0007	\$8.00	Manufacturing-Leather and Leather Products	3
321	0.0007	\$8.00	Manufacturing-Lumber and Wood Products, Excepts Furniture	3
322	0.0007	\$8.00	Manufacturing-Paper and Allied Products	3
323	0.0011	\$12.00	Manufacturing-Printing, Publishing and Allied Industries	5
324	0.0007	\$8.00	Manufacturing-Petroleum and Coal Products	3
325	0.0013	\$14.00	Manufacturing-Chemicals and Allied Products	6
326	0.0005	\$6.00	Manufacturing-Plastics and Rubber Products	2
327	0.0007	\$8.00	Manufacturing-Stone, Clay, Glass and Concrete Products	3
331	0.0009	\$10.00	Manufacturing-Primary Metal Industries	4
332	0.0011	\$12.00	Manufacturing-Fabricated Metal Products, Except Machinery & Transport	5
333	0.0009	\$10.00	Manufacturing-Machinery, Except Electrical	4
334	0.0009	\$10.00	Manufacturing-Computer and Electronic Product	4
335	0.0007	\$8.00	Manufacturing-Electrical Equipment, Appliance and Component	3
336	0.0013	\$14.00	Manufacturing-Transportation Equipment	6
337	0.0009	\$10.00	Manufacturing-Furniture and Fixtures	4
339	0.0009	\$10.00	Manufacturing-Miscellaneous Manufacturing Industries	4
421	0.0003	\$4.00	Wholesale Trade-Durable Goods	1
422	0.0005	\$6.00	Wholesale-Trade-Nondurable Goods	2
441	0.0003	\$4.00	Retail Trade-Motor Vehicle Parts Dealers	1
442	0.0007	\$8.00	Retail Trade-Home Furniture, Furnishings, and Equipment Stores	3
443	0.0007	\$8.00	Retail Trade-Electronics and Appliance Stores	3
444	0.0007	\$8.00	Retail Trade-Building Materials, Hardware, Garden Supply Dealers	3
445	0.0007	\$8.00	Retail Trade-Food Stores	3
446	0.0007	\$8.00	Retail Trade-Health and Personal Care Stores	3
447	0.0005	\$6.00	Retail Trade-Gasoline Service Stations	2
448	0.0007	\$8.00	Retail Trade-Apparel and Accessory Stores	3
451	0.0007	\$8.00	Retail Trade-Sporting Goods, Hobby, Book and Music Stores	3
452	0.0007	\$8.00	Retail Trade-General Merchandise Stores	3
453	0.0007	\$8.00	Retail Trade-Miscellaneous Stores	3
454	0.0007	\$8.00	Retail Trade-Non store Retailers, Not Elsewhere Classified	3
481	0.0005	\$6.00	Air Transportation	2
482	0.0003	\$4.00	Railroad Transportation	1
483	0.0005	\$6.00	Water Transportation	2
484	0.0009	\$10.00	Truck Transportation	4
485	0.0003	\$4.00	Transit and Ground Passenger Transportation	1
486	0.0005	\$6.00	Pipeline Transportation, Except Natural Gas	2
487	0.0003	\$4.00	Scenic and Sightseeing Transportation	1
488	0.0013	\$14.00	Transportation Support Activities	6
492	0.0013	\$14.00	Couriers and Messengers	6
493	0.0009	\$10.00	Warehousing and Storage	4
511	0.0011	\$12.00	Publishing Industries	5

## DEKALB COUNTY BUSINESS OCCUPATION TAX TABLE

First Three (3) Digits of NACIS CODE	Gross Receipts Tax Rate	Employee Fee	Description of Primary Business Activity	Tax Class
512	0.0009	\$10.00	Motion Pictures and Sound Recording Industries	4
513	0.0003	\$4.00	Broadcasting and Telecommunications	1
514	0.0013	\$14.00	Information and Data Processing Services	6
522	0.0013	\$14.00	Credit Intermediation and Related Activities	6
523	0.0013	\$14.00	Investment and Commodity	6
524	0.0013	\$14.00	Insurance Carriers (Underwrites)	6
525	0.0013	\$14.00	Funds, Trusts and Other Financial Vehicles	6
531	0.0013	\$14.00	Real Estate	6
532	0.0009	\$10.00	Rental and Leasing Services	4
533	0.0013	\$14.00	Lessors of Other Non-financial Intangible Asset	6
541	0.0013	\$14.00	Professional, Scientific and Technical Services	6
551	0.0013	\$14.00	Management of Companies and Enterprises	6
561	0.0013	\$14.00	Administrative and Support Services	6
562	0.0009	\$10.00	Waste Management and Remediation Services	4
611	0.0013	\$14.00	Educational Services	6
621	0.0013	\$14.00	Health Practitioners	6
622	0.0013	\$14.00	Hospitals	6
623	0.0013	\$14.00	Nursing and Residential Care Facilities	6
624	0.0013	\$14.00	Social Services	6
711	0.0013	\$14.00	Perform Arts, Spectator Sports and Related Industries	6
712	0.0011	\$12.00	Museums, Historical Sites	5
713	0.0013	\$14.00	Amusement, Dance, Theater, and Sports	6
721	0.0007	\$8.00	Hotels, Motels, Campgrounds	3
722	0.0007	\$8.00	Retail Trade-Eating and Drinking Places	3
811	0.0009	\$10.00	Repair and Maintenance	4
812	0.0013	\$14.00	Dry-cleaning and Laundry Services	6
813	0.0009	\$10.00	Civic and Social Organizations	4
814	0.0013	\$14.00	Private Households	6
<b>PROFESSIONALS ELECTION O.C.G.A 48-13-9 (c)(2)</b>				
First Three (3) Digits of NACIS CODE	Gross Receipts Tax Rate	Professional Rate	Description of Primary Business Activity	Tax Class
541	0.00	\$400.00	Professional, Scientific and Technical Services	7
621	0.00	\$400.00	Health Practitioners	7