





330 W. Ponce de Leon Ave  
 Decatur, GA 30030  
[www.dekalbcountyga.gov/planning](http://www.dekalbcountyga.gov/planning)  
 Office: 404-371-2155

## 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>
	<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>Required Documents</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.