

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 2022 Business and Alcohol Licenses in Unincorporated DeKalb County. This letter serves as the official notification of the **Alcohol License Renewal season, which is October 1, 2021 thru December 31, 2021**. Included in this letter is information covering how to submit your renewal application and payment. Due to the temporary closure of DeKalb County facilities to the public, In-Person and Walk In renewal applications are unavailable until further notice.

NEW

All businesses (i.e. restaurants, bars, lounges, clubs, etc.) that are required to complete a Letter of Entertainment (LOE) MUST obtain Zoning approval before submitting the 2022 Business and Alcohol renewal application. Questions or concerns about the LOE review process, you may contact the DeKalb County Planning & Sustainability Department via email at DeKalbloec@dekalbcountyga.gov or call 404-371-2461

HOW TO SUBMIT RENEWAL APPLICATION AND PAY FEES:

Option 1 – SUBMIT FORMS VIA EMAIL AND PAY ONLINE:

Complete and submit the renewal application along with the required documentation to alcohollicense@dekalbcountyga.gov. Once received, allow three (3) weeks for review and processing. If the taxes due are miscalculated, the Business License Division will notify the applicant via email or phone of the reassessment (Tax Due or Credit). When the review is completed, the fees will be generated and posted to the account for the online payment (an online account registration is required before you submit the payment). Once payment is confirmed, the renewal licenses will be emailed or, upon request, mailed.

Option 2 – SUBMIT FORMS AND PAYMENT VIA US POSTAL SERVICE:

Complete and mail the renewal application along with the required documentation and payment to DeKalb County P.O. Box 100020 Decatur, GA. 30031-7020. Once received, allow three (3) weeks for review and processing. If taxes due are miscalculated, the Business License Division will notify the applicant via email or phone, of the reassessment (Tax Due or Credit). Once payment is confirmed, the renewal licenses will be emailed or, upon request, mailed.

REQUIRED DOCUMENTS

- **2022 Alcohol and Business Occupation Tax Renewal Form** (*Enclosed*)
- **2022 No Change Affidavit** (*Enclosed*)
- **Letter of Entertainment (LOE)** (*Enclosed*)
- **2020 Federal Tax Return or Affidavit from Accounting Firm.**
- **Evidence of State Corporation Registration** (*if applicable*) - *LLCs, Inc., etc.*
- **Evidence of Qualification** – *State Alcohol license, Health Certificate, etc.*
- **Copy of Licensee's secure and verifiable document** (*Driver's License*)

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