



DEPARTMENT OF PLANNING & SUSTAINABILITY

DEKALB COUNTY BUSINESS REGISTRATION APPLICATION CHECK LIST

Business Type/ Activity	REQUIRED BY ALL BUSINESS							LOCATION TYPE SPECIFIC				BUSINESS ACTIVITY TYPE SPECIFIC (QUALIFICATION)							
	Application Form	Applicant & Premises Owner Affidavit	Applicant's Government Identification	Affidavit Verifying Status (SAVE)	Private Employer Affidavit	Lease Agreement/Landlord Consent	Trade Name Required DBA LLCs, Corporations, etc.	Sanitation Location Number	Home Occupation Supplemental Form	Certificate of Occupancy (Commercial Location)	Special Administrative Permit (SAP) or Other	Background Information Check	Supplemental Application Form	Secretary Of State	Department of Agriculture	DeKalb Board of Health	Department of Community Health	Other Regulatory Agencies	Code Compliance Certificate
Apartment Complex	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Auto Dealer/ Broker	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Auto Repair	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Beauty Salon & Barber Shop	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Catering - Share Kitchen	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Convenience Stores with gas	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Convenience Stores without gas	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Day Cares, Personal Care Homes	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Financial Services	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Hotel/ Motel	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Insurance	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Late Night Establishments	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Other Services (Admin., Lawn, Cleaning, etc.)	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Professional service (CPA, Medical, Legal, General Contractor, etc)	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Retail Trade - Eating and Drinking places	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Retail Trade - Online Sales	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Spa (Massage Parlors)	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Temporary Retail Sales (Mother's Day, Easter, etc.)	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗

LEGEND	
✓	REQUIRED
✗	MAYBE REQUIRED
✗	NOT REQUIRED

**NOTE:** This is not a inclusive list of all Business type/ Activity that are/will be approved in Unincorporated DeKalb County but should be used merely use as a guide to aid with the new business license application process.