

## DEKALB COUNTY BUSINESS REGISTRATION APPLICATION

BUSINESS INFORMATION			
<input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> LIMITED LIABILITY COMPANY (LLC) <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> TRUST <input type="checkbox"/> OTHER _____			<input type="checkbox"/> FOR PROFIT <input type="checkbox"/> NON-PROFIT
FED EMPLOYER ID # _____	GA SALES AND USE TAX # _____	FED WORK AUTHORIZATION # _____	PERMIT/ C.O.# _____
<b>LOCATION TYPE</b> <input type="checkbox"/> HOME BASED <input type="checkbox"/> COMMERCIAL		SANITATION PROVIDER NAME _____	DEKALB COUNTY SANITATION # _____
LEGAL/ ENTITY NAME: _____		TRADE NAME/ DBA NAME: _____	
PRIMARY LINE OF BUSINESS TO BE CONDUCTED: _____			
OTHER LINE OF BUSINESS TO BE CONDUCTED: _____			
PHONE: _____		EMAIL: _____	
PHYSICAL (LOCATION) ADDRESS (Street, City, State, Zip) P. O. BOX NOT PERMITTED			
_____		_____	GA   _____
BILL TO/MAILING ADDRESS (Street City, State, Zip) (If different) P. O. BOX PERMITTED			
_____		_____	_____
APPLICANT'S INFORMATION			
<input type="checkbox"/> APPLICANT (INDIVIDUAL) FIRST NAME: _____ LAST NAME: _____ DRIVER'S LICENSE #: _____ PHONE: _____ ADDRESS (Street) _____ _____ TITLE/ POSITION: _____		<input type="checkbox"/> APPLICANT (BUSINESS ENTITY) LEGAL NAME: _____ TRADE NAME: _____ STATE OR JURISDICTION REGISTERED: _____ EMAIL: _____ _____ (City) _____ (State) _____ (Zip) AUTHORIZED AGENT <input type="checkbox"/> YES <input type="checkbox"/> NO if NO, Provide description of relationship to business: _____	
OWNERSHIP INFORMATION			
(List EACH owner with 10% or more ownership interest. SKIP if applicant is sole owner with 100% ownership interest.)			
<input type="checkbox"/> OWNER 1 (INDIVIDUAL) FIRST NAME: _____ LAST NAME: _____ DRIVER'S LICENSE #: _____ PHONE: _____ ADDRESS (Street) _____ _____ TITLE/ POSITION: _____		<input type="checkbox"/> OWNER 1 (BUSINESS ENTITY) LEGAL NAME: _____ TRADE NAME: _____ STATE OR JURISDICTION REGISTERED: _____ EMAIL: _____ _____ (City) _____ (State) _____ (Zip) OWNERSHIP INTEREST PERCENTAGE (%) _____	
<input type="checkbox"/> OWNER 2 (INDIVIDUAL) FIRST NAME: _____ LAST NAME: _____ DRIVER'S LICENSE #: _____ PHONE: _____ ADDRESS (Street) _____ _____ TITLE/ POSITION: _____		<input type="checkbox"/> OWNER 2 (BUSINESS ENTITY) LEGAL NAME: _____ TRADE NAME: _____ STATE OR JURISDICTION REGISTERED: _____ EMAIL: _____ _____ (City) _____ (State) _____ (Zip) OWNERSHIP INTEREST PERCENTAGE (%) _____	
(Attach Additional Sheet(s) As Needed)			
TOTAL NUMBER OF OWNERS: _____		TOTAL OWNERSHIP INTEREST PERCENTAGE: 100%	

DEPARTMENT OF PLANNING & SUSTAINABILITY

BUSINESS OCCUPATION TAX		
<b>1. GEORGIA GROSS RECEIPTS</b> (Current Year Estimate)	\$	
<b>2. EXEMPTION</b>	\$20,000.00	
<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) (Multiply line 3 by rate)	NACIS: _____ Rate: _____	\$
<b>5. <input type="checkbox"/> EMPLOYEE FEE <input type="checkbox"/> PROFESSIONALS ELECTION *</b> (At least one, include owner/operator) (Multiply # of Employees or Practitioners by Rate) Required E-Verify # if 10 or More Employees _____	<b>Number of Employees or Practitioners</b> _____ <b>Rate</b> _____	\$
<b>6. ADMINISTRATIVE FEE \$75.00</b> (Nonrefundable/ Nontransferable)		\$
<b>7. FLAT TAX FEE \$50.00</b>		\$
<b>8. TOTAL TAX DUE</b> (Enter Sum Lines 4, 5, 6 & 7)		\$
APPLICANT'S ACCEPTANCE AND ACKNOWLEDGEMENT		
(mm/dd/yyyy)		
_____ PRINT APPLICANT'S NAME	_____ APPLICANT'S SIGNATURE	_____ DATE
ZONING DIVISION OFFICE USE ONLY		
<b>SAP/ SLUP APPROVAL</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE	<b>DESCRIPTION OF USE:</b> _____ _____ <b>Code Section:</b> _____	
<b>OVERLAY DISTRICTS AND/ OR ZONING CONDITIONS</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE	<b>DESCRIPTION/ COMMENTS:</b> _____ _____ _____	
<b>LOE APPROVAL</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE	<b>DESCRIPTION/ COMMENTS:</b> _____ _____ _____	
(mm/dd/yyyy)		
_____ PRINT REVIEWER'S NAME	_____ REVIEWER'S SIGNATURE	_____ DATE

\*Professionals Election O.C.G.A 48-13-9 (C)(2). Flat Fee of \$400.00/ Professional Practitioner.

330 W. PONCE DE LEON AVE. DECATUR GA 30030 (404) 371-2461 FAX (404) 371-2946

Chief Executive Officer  
Michael Thurmond

## DEPARTMENT OF PLANNING & SUSTAINABILITY

Director  
Andrew A. Baker, AICP

### BUSINESS REGISTRATION AFFIDAVIT

**ALL STATEMENTS MUST BE INITIALED AND MUST BE EXECUTED UNDER OATH (NOTARIZED).**

#### TO BE COMPLETED BY APPLICANT

\_\_\_\_\_ I do solemnly swear that the information on this application is true, and that no false or misleading statement is made herein to obtain a business occupation tax certificate.

\_\_\_\_\_ I understand that if I provide false or misleading information in this application, I may be subject to criminal prosecution and/or immediate revocation of my business occupation tax certificate issued as a result of this application.

\_\_\_\_\_ I understand that I must comply with all county ordinances and regulations.

\_\_\_\_\_ I hereby agree to provide clearance(s) and/or inspection report(s) required prior to issuance of a business occupation tax certificate.

\_\_\_\_\_ I hereby acknowledge receipt of the DeKalb County Smoke-Free Air Ordinance pursuant to Code Sec. 16-108(c). **Click link for PDF download, or Check Box to request hard copy, or Scan QR Code for web link**

**CLICK FOR PDF  
DOWNLOAD**

☐ **REQUEST HARD COPY**

**SCAN FOR  
WEB LINK**



#### TO BE COMPLETED BY BUSINESS PREMISES OWNER

\_\_\_\_\_ I, the owner of the property, swear to maintain the business premises in accordance with all applicable property maintenance regulations under this Code as it currently exists or is hereafter amended, including but not limited to sign, debris, and vegetation regulations pursuant to DeKalb County Ordinance Code. Sec. 15-28(5)(g).

#### APPLICANT'S AUTHORIZATION

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

NOTARY PUBLIC

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

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

\_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_

In \_\_\_\_\_ (City) \_\_\_\_\_ (State)

\_\_\_\_\_  
Printed Name and Title of Applicant

\_\_\_\_\_  
Signature of Applicant

#### BUSINESS PREMISES OWNER'S AUTHORIZATION IF DIFFERENT FROM APPLICANT

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

NOTARY PUBLIC

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

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

\_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_

In \_\_\_\_\_ (City) \_\_\_\_\_ (State)

\_\_\_\_\_  
Printed Owner's Name

\_\_\_\_\_  
Signature of Owner

---

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\_\_\_\_\_.

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Signature of Applicant

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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.

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.

## DEKALB COUNTY BUSINESS REGISTRATION APPLICATION INSTRUCTIONS

BUSINESS INFORMATION	
<b>BUSINESS OWNERSHIP/ ENTITY</b>	<b>CHECK ONLY ONE</b> <ul style="list-style-type: none"> <li>• Sole Proprietor</li> <li>• Limited Liability Company (LLC)</li> <li>• Partnership</li> <li>• Corporation</li> <li>• Trust</li> <li>• Other – provide details</li> </ul>
<b>BUSINESS TYPE</b>	<b>CHECK ONLY ONE</b> <ul style="list-style-type: none"> <li>• For Profit</li> <li>• Non-Profit (<i>educational or charitable organization</i>)</li> </ul>
<b>FED EMPLOYER ID #</b>	<b>ENTER Federal Employer's Identification Number (EIN)</b> <ul style="list-style-type: none"> <li>• Issued by the Internal Revenue Service (IRS)</li> <li>• Used to identify business entity</li> </ul>
<b>GA SALES AND USE TAX #</b>	<b>ENTER Georgia Sales and Use Tax Number</b> <ul style="list-style-type: none"> <li>• Issued by GA Department of Revenue</li> </ul>
<b>FED WORK AUTHORIZATION #</b>	<b>ENTER Federal Work Authorization Identification Number</b> <ul style="list-style-type: none"> <li>• Also known as E-Verify Company ID number</li> <li>• Required for ten (10) or more employees, if less than 10 employees enter "N/A"</li> </ul>
<b>PERMIT/ C.O.#</b>	<b>ENTER Permit/ Certificate of Occupancy Number</b> <ul style="list-style-type: none"> <li>• Issued by DeKalb County – Planning and Sustainability</li> <li>• <b>REQUIRED FOR ALL COMMERCIAL LOCATION TYPES</b></li> </ul>
<b>LOCATION TYPE</b>	<b>CHECK ONLY ONE</b> <ul style="list-style-type: none"> <li>• Homebased (<i>Using residential address as physical address</i>) <ul style="list-style-type: none"> <li>➤ Home Occupation Supplemental Registration Form required</li> </ul> </li> <li>• Commercial (<i>Zoning requirements apply and may be subject to SLUP</i>) <ul style="list-style-type: none"> <li>➤ Certificate of Occupancy Required</li> </ul> </li> </ul> <b>(Physical location of the business and/or principal office address)</b>
<b>SANITATION PROVIDER NAME</b>	<b>ENTER "DEKALB COUNTY"</b> or the name of the Private Sanitation Company Provider
<b>DEKALB COUNTY SANITATION #</b>	<b>ENTER DeKalb County Sanitation Location Number</b> if DeKalb County Sanitation is provider, if not <b>ENTER "N/A"</b>
<b>LEGAL/ ENTITY NAME</b>	<b>ENTER</b> Legal Name for sole proprietor or entity name registered with the Secretary of State
<b>TRADENAME/ DBA NAME</b>	<b>ENTER</b> tradename if doing business different from legal/entity name <ul style="list-style-type: none"> <li>• Trade Name <b>MUST</b> be registered with Clerk of Superior Court of DeKalb County, or provide franchise agreement</li> </ul>
<b>PRIMARY LINE OF BUSINESS TO BE CONDUCTED</b>	<b>ENTER</b> Description of Dominant Line of Business Conducted. <ul style="list-style-type: none"> <li>• Refer to the <b>NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)</b> for classifying business establishments</li> </ul>

<b>PRIMARY LINE OF BUSINESS TO BE CONDUCTED</b> <i>(continued)</i>	<ul style="list-style-type: none"> <li>Line of Business which the greatest amount of amount of income is derived</li> <li>Line of Business which the <b>Occupation Tax</b> category will be based on</li> </ul>
<b>OTHER LINE OF BUSINESS TO BE CONDUCTED</b>	<b>ENTER</b> Description of Other Line of Business Conducted. <ul style="list-style-type: none"> <li>Line of business <b>MUST</b> also comply with zoning requirements of property</li> </ul>
<b>PHONE</b>	<b>ENTER</b> primary business phone number
<b>EMAIL</b>	<b>ENTER</b> primary business email address
<b>PHYSICAL (LOCATION) ADDRESS</b>	<b>ENTER</b> Physical address or location of business within county limits <b>(UNINCORPORATED DEKALB COUNTY ONLY)</b> <ul style="list-style-type: none"> <li><b>PO BOX NOT PERMITTED HERE</b></li> <li>Office where a business, profession, or occupation is conducted or where services are provided</li> </ul>
<b>BILL TO/MAILING ADDRESS</b>	<b>ENTER</b> mailing or billing address <ul style="list-style-type: none"> <li><b>PO BOX PERMITTED HERE</b></li> </ul>
<b>APPLICANT'S INFORMATION</b>	
<b>APPLICANT (INDIVIDUAL) FIRST &amp; LAST NAME</b>	<b>CHECK BOX</b> , if applicant is an individual <b>ENTER</b> Individual's First and Last Name. <ul style="list-style-type: none"> <li><b>MUST MATCH driver's license.</b></li> </ul>
<b>DRIVER'S LICENSE #:</b>	<b>ENTER</b> driver's license number <ul style="list-style-type: none"> <li><b>INDIVIDUAL APPLICANT ONLY</b></li> </ul>
<b>APPLICANT (BUSINESS ENTITY) LEGAL AND TRADENAME</b>	<b>CHECK BOX ONLY</b> , if applicant is a business entity <b>ENTER</b> legal entity and Trade Name <ul style="list-style-type: none"> <li><b>MUST BE REGISTERED AND ACTIVE</b></li> </ul>
<b>STATE OR JURISDICTION REGISTERED</b>	<b>ENTER</b> state or jurisdiction where business entity is registered with the secretary of state
<b>PHONE</b>	<b>ENTER</b> applicant's phone number
<b>EMAIL</b>	<b>ENTER</b> applicant's email address
<b>ADDRESS</b>	<b>ENTER</b> applicant's address <ul style="list-style-type: none"> <li><b>MUST MATCH driver's license of applicant</b></li> </ul>
<b>TITLE/ POSITION</b>	<b>ENTER</b> Applicant's corporate officer Title and Position
<b>AUTHORIZED AGENT</b>	<b>CHECK ONLY ONE</b> <ul style="list-style-type: none"> <li>YES, authorized to receive legal process and notices on behalf of business</li> <li>If NO, provide description of business relationship</li> </ul>
<b>OWNERSHIP INFORMATION</b>	
List <b>EACH</b> owner with <b>10%</b> or more ownership interest. <b>SKIP</b> if applicant is sole owner with 100% ownership interest.	
<b>OWNER 1 (INDIVIDUAL) FIRST &amp; LAST NAME</b>	<b>CHECK BOX</b> , if owner 1 is an individual <b>ENTER</b> Individual's First and Last Name. <ul style="list-style-type: none"> <li><b>MUST MATCH driver's license.</b></li> </ul>
<b>DRIVER'S LICENSE #:</b>	<b>ENTER</b> driver's license number <ul style="list-style-type: none"> <li><b>INDIVIDUAL APPLICANT ONLY</b></li> </ul>
<b>OWNER 1 (BUSINESS ENTITY) LEGAL AND TRADE NAME</b>	<b>CHECK BOX</b> , if owner 1 is a business entity <b>ENTER</b> legal entity and Trade Name <ul style="list-style-type: none"> <li><b>MUST BE REGISTERED AND ACTIVE</b></li> </ul>



STATE OR JURISDICTION REGISTERED <i>(continued)</i>	ENTER state or jurisdiction where business entity is registered with the secretary of state	
PHONE	ENTER owner 1 phone number	
EMAIL	ENTER owner 1 email address	
ADDRESS	ENTER owner 1 address	
TITLE/ POSITION	ENTER owner 1 corporate officer Title and Position	
OWNERSHIP INTEREST PERCENTAGE (%)	ENTER owner 1 ownership interest of the business as a percentage.	
OWNER 2 (INDIVIDUAL) FIRST & LAST NAME	CHECK BOX, if owner 2 is an individual ENTER Individual's First and Last Name. <ul style="list-style-type: none"> <li><b>MUST MATCH driver's license.</b></li> </ul>	
DRIVER'S LICENSE #:	ENTER driver's license number <ul style="list-style-type: none"> <li><b>INDIVIDUAL APPLICANT ONLY</b></li> </ul>	
OWNER 2 (BUSINESS ENTITY) LEGAL AND TRADE NAME	CHECK BOX, if owner 2 is a business entity ENTER legal entity and Trade Name <ul style="list-style-type: none"> <li><b>MUST BE REGISTERED AND ACTIVE</b></li> </ul>	
STATE OR JURISDICTION REGISTERED	ENTER state or jurisdiction where business entity is registered with the secretary of state	
PHONE	ENTER owner 2 phone number	
EMAIL	ENTER owner 2 email address	
ADDRESS	ENTER owner 2 address	
TITLE/ POSITION	ENTER owner 2 corporate officer Title and Position	
<i>(Attach Additional Sheet(s) As Needed)</i>	Complete and Attached additional sheet(s) as needed for business with more than two owners. <i>(Please provide the same information required for owner 1 &amp; 2)</i>	
TOTAL NUMBER OF OWNERS	ENTER the sum of the number of owners.	
TOTAL OWNERSHIP INTEREST PERCENTAGE (%)	ENTER the sum of the percentage of the ownership interest. <ul style="list-style-type: none"> <li><b>MUST EQUAL TO 100%</b></li> </ul>	
<b>BUSINESS OCCUPATION TAX</b>		
LINE 1 GEORGIA GROSS RECEIPTS	ENTER Current year Estimated Gross Receipts as defined by DeKalb County Ordinance Section 15-27(9).	
LINE 2 EXEMPTION	\$20,000.00 Allowance	
LINE 3 TAXABLE GROSS RECEIPTS	Subtract LINE 2 from LINE 1, If <b>Negative</b> ENTER "0"	
LINE 4 GROSS RECEIPT TAX	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;"> <b>STEP 1</b> </div> Use the DeKalb County Business Occupation Tax Table to get the <b>Gross Receipt Tax Rate</b> that corresponds to the first three (3) digits of your <b>NAICS CODE</b> , which describes the primary business activity.	
	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>STEP 2</b> </div>	ENTER Gross Receipt Tax Rate identified in <b>STEP 1</b> .

<b>LINE 4</b> GROSS RECEIPT TAX (continued)	<b>STEP 3</b>	Multiply <b>LINE 3</b> by Gross Receipt 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/ PRACTITIONER	<b>STEP 1</b>	Select <b>ONLY</b> one. (Employee Fee or Professional election.)
	<b>STEP 2</b>	ENTER number of Employee(s) or Practitioner(s) (At least one (1), including owner or operator)
	<b>STEP 3</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 or; ENTER <b>Practitioner Rate of \$400.00</b>
	<b>STEP 4</b>	Multiply the number of Employee(s) or Practitioner(s) identified on <b>LINE 5, STEP 2</b> , by Employee Rate or Practitioner Rate <b>LINE 5, STEP 3</b>
		<b>PRACTITIONER</b> as defined Sec. 15-27(17). The following Fees are <b>NOT INCLUDED</b> if Practitioner's election is made; <ul style="list-style-type: none"> <li>• <b>GROSS RECEIPT TAX (LINE 4)</b></li> <li>• <b>ADMINISTRATIVE FEE (LINE 6)</b></li> <li>• <b>FLAT FEE (LINE 7)</b></li> </ul>
<b>LINE 6</b> ADMINISTRATIVE FEE	\$75.00 (Nonrefundable or Nontransferable)	
<b>LINE 7</b> FLAT TAX FEE	\$50.00 FEE	
<b>LINE 8</b> TOTAL TAX DUE	Enter Sum Lines 4, 5, 6 & 7	
<b>APPLICANT'S ACCEPTANCE AND ACKNOWLEDGEMENT</b>		
PRINT APPLICANT'S NAME	ENTER applicant's First and Last Name (Print)	
APPLICANT'S SIGNATURE	Applicant's Signature	
DATE	ENTER Date application executed	

THE FOLLOWING OPTIONS ARE AVAILABLE FOR YOU TO SUBMIT YOUR FORMS AND PAY YOUR FEES:

**Option 1 – Register an Online Account and upload All required Documents**

CLICK HERE

OR

SCAN HERE 



<https://dekalbga-ws01.cloud.infor.com/IPSPProdDP/Views/AgencyLogin.aspx>

After uploading application allow up to 5 business days to view Tax/ Fees payment due.

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

Complete and submit the application along with the required documentation and payment to DeKalb County Business License P.O. Box 100020 Decatur, GA. 30031-7020. Once received, allow two (2) weeks for review and processing.

**Option 3 – Submit Forms and Payment in Person**

Complete and bring your application along with the required documentation and payment to 330 W. Ponce de Leon Ave. 2nd floor Decatur, GA 30030. Intake will review the application for completeness. Please allow one (1) week for the final review after submission.

**ALL APPROVED BUSINESS LICENSE WILL BE MAIL AND/OR EMAIL.**

## 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



**DeKalb County**  
**PW-Sanitation Division**  
**Central Transfer Station & Administrative Services**  
3720 Leroy Scott Drive Decatur, Georgia 30032  
Telephone (404) 294-2900 / 2903 Fax (404) 294-2774

**SANITATION REQUIREMENTS FOR COMMERCIAL BUSSINESS**

All business license applicants must provide proof of sanitation service before business tax certificate can be issued. All business applicants must provide their DeKalb County Sanitation Account Number and proof of sanitation service, **which can only be obtained from the Sanitation Division** located at 3720 Leroy Scott Drive, Decatur, GA 30032. All fees are approved and set by the DeKalb County Board of Commissioners and per DeKalb County Solid Waste Code, Chapter 22, Sec. 22-28 Code 1976 § 6-3006. Each business owner and Tenant/Renter is required to provide the following documentation when visiting our office:

**REQUIREMENTS:**

<b>NEW COMMERCIAL BUSINESS OWNER</b>	<b>COMMERCIAL BUSINESS TENANT/LEASEE</b>	<b>CHANGE IN BUSINESS OWNERSHIP</b>
<ol style="list-style-type: none"><li>1. New Commercial Business Application (<b>signed and approved by Sanitation Staff ONLY</b>)</li><li>2. Photo Identification: Driver's License / State Identification / Passport</li><li>3. Proof of Ownership: Deed, Title, Bill of Sale or Property Tax Statement</li><li>4. No outstanding Sanitation debt associated with property</li><li>5. Pre-payment delivery and removal dumpster fee of <b>\$150.00</b> per dumpster + 1<sup>st</sup> month collection service based on size of number of service days.</li></ol>	<ol style="list-style-type: none"><li>1. New Commercial Business Application (<b>signed and approved by Sanitation Staff ONLY</b>)</li><li>2. Photo Identification (Driver's License / State Identification / Passport)</li><li>3. Lease Agreement (signed Lease / Deed)</li><li>4. Proof of responsibility for Sanitation Services (such as "stated in lease" or signed and notarized statement from Property Owner.</li><li>5. Pre-payment delivery and removal dumpster fee of <b>\$150.00</b> per dumpster + 1<sup>st</sup> month collection service based on size of number of service days</li></ol>	<ol style="list-style-type: none"><li>1. New Commercial Business Application (<b>signed and approved by Sanitation Staff Only</b>)</li><li>2. Photo Identification (Driver's License / State Identification / Passport)</li><li>3. Proof of Ownership such as Bill of Sale, Title or Deed</li><li>4. Lease Agreement (signed Lease / Deed)</li><li>5. Latest DeKalb County Sanitation Billing Statement (account must be current prior to establishing new account)</li><li>6. Pre-payment delivery and removal dumpster fee of <b>\$150.00</b> per dumpster + 1<sup>st</sup> month collection service based on size of number of service days</li></ol>

**NOTE:** Sanitation Administration Office is located at 3720 Leroy Scott Drive, Decatur, GA 30032. Our office hours are Monday through Friday **7:00AM to 6:00PM**. To obtain directions and/or a copy of a map to our office, please click the below link:

[http://www.co.dekalb.ga.us/publicwrks/sanitation/pdf/central\\_transfer\\_station\\_map.pdf](http://www.co.dekalb.ga.us/publicwrks/sanitation/pdf/central_transfer_station_map.pdf)

**EMAIL ADDRESS**

[sanitation@dekalbcountyga.gov](mailto:sanitation@dekalbcountyga.gov) or [www.dekalbcountyga.gov/sanitation](http://www.dekalbcountyga.gov/sanitation)

## Occupancy Permit Cheat Sheet

### 1. Are you doing any work on your space other than painting and flooring?

- ☐ **Yes.** Your scope does not qualify for an Occupancy Permit. Please complete the Commercial Alteration/ Repair Guide and in addition to your scope of work make sure you indicate you are a new tenant in the space.
- ☐ **No.** You qualify for an Occupancy Permit. (Go to 2)

### 2. Is the space you are moving/ taking over equal to or more than 5000 square feet?

- ☐ **Yes.** All spaces equal to or more than 5000 sq ft are required to have plans consistent with the Occupancy Plan Checklist. (Go to 4)
- ☐ **No.** the space is less than 5000 sq ft. (Go to 3)

### 3. Is your business classified as Business (office) or Mercantile (retail) under 5000 square feet?

- ☐ **Yes!** Fill out the Occupancy Permit Application and the sketch of tenant space.
- ☐ **No.** Fill out the Occupancy Permit Application and have 3 copies of a floor plan consistent with the Occupancy Plan Checklist.

### 4. Read the next two pages of this packet. This will explain the process, fees, and whether you need to submit any additional paperwork. Make sure you complete the application in its entirety. Online submittals typically reduce review times compared to walk-in applications. All included documents must be uploaded into attachments. **Apply at** [www.dekalbcountyga.gov/planning-and-sustainability/e-permitting](http://www.dekalbcountyga.gov/planning-and-sustainability/e-permitting)

### 5. We will process your application and send you an email with how to pay online. Make sure that you fill out the sections clearly and completely. Payment will be a minimum of \$445. (\$820 for anything requiring a Fats, Oils, Grease Review). **Then, we will review your documents and email you when completed.**



# Occupancy Permit Guide

## Three Step Process to Complete Your Occupancy Permit

*This permit is for businesses moving into an existing space and making only cosmetic changes, such as painting or cleaning*

Application



Review and Approval



Inspections and CO

### What to Know Before You Apply

- ☐ **Are you making any changes?** If you make changes to the building, you will need an Alteration Building Permit. No changes may be considered for an Occupancy Permit except painting & flooring.
- ☐ **Is your type of business different from the previous tenant?** If you are moving into an existing space that previously contained a different type of business or occupant, you will not qualify for an Occupancy Permit
- ☐ **How long has the space been vacant?** An Occupancy Permit is only applicable to spaces vacant for less than 6 months
- ☐ **Is your type of business allowed?** Visit the 3rd floor or call 404-371-2173 to verify your business use is allowed at that address.

### STEP ONE – APPLICATION SUBMITTAL

**ONLINE SUBMITTAL:** All submittals online typically reduce review times for Occupancy Permits. Alternatively, submit required documents and pay all necessary fees to DeKalb Development Services, located on the 2<sup>nd</sup> floor at 330 West Ponce de Leon Ave, Decatur, GA 30030

#### ***Required Documents***

- ☐ **Occupancy Permit Application:** Complete every section as all information is required to process your permit in a timely manner.

#### **Spaces less than 5,000 square feet for Business or Mercantile Occupancies ONLY**

- ☐ **Sketch Floor Plan:** Submit a sketch of your space as instructed on the form included in this packet.

#### **Spaces greater than or equal to 5,000 square feet OR less than 5,000 square feet and NOT Business or Mercantile Occupancies**

- ☐ **Scaled Floor Plan:** In addition to your application, submit THREE COPIES of your Floor Plan and Key Plan consistent with the Occupancy Plans Submittal Checklist

#### **Assembly Occupancies**

- ☐ **Letter of Entertainment:** All Restaurants, Bars, Nightclubs, Lounges, Late Night Establishments and Event Centers will be required to complete the Letter of Entertainment that is signed and notarized with both the tenant and property owner's information.

## DEPARTMENT OF PLANNING & SUSTAINABILITY

### ***Payment of Fees (all fees are due upon application submittal)***

- ☐ **Total Permit Fee, \$445.00:** The permit fee includes a structural plan review, a life safety code review, a zoning review, a life safety code inspection, and a Certificate of Occupancy

Fee Type	Fee Amount
Development Fee	\$245.00
Fire Marshal Fee	\$200.00
<b>Total</b>	<b>\$445.00</b>

- ☐ **F.O.G. Fees:** Additional fees and inspections may apply if a school, daycare, restaurant, or any institution that may be serving food or have food preparation.
- ☐ DeKalb County accepts Visa, MasterCard, checks, money orders, and cashier's check. The County does not accept American Express, cash, or counter checks (checks without your name printed on it). **Make checks payable to "DeKalb County"**

### **STEP TWO – REVIEW AND APPROVAL**

- ☐ **Zoning Review:** Zoning Staff will review your plans to ensure consistency with the Zoning Code, including Overlay Districts
- ☐ **Life Safety Code Review:** All plans will be reviewed to verify conformity with Life Safety Code
- ☐ **Review follow-up:** The plan review staff will inform you if there are redline comments (corrections) or next steps
- ☐ **Permit Approval:** When your application is **APPROVED**, you will be notified via email to return to DeKalb Development Services, located on the 2<sup>nd</sup> floor, to pick up your permit. If your plans are **NOT APPROVED**, you will be notified via email to pick up redlined plans with required corrections. Make corrections and resubmit two new plans, plus redlined plans, to DeKalb Development Services

### **STEP THREE – INSPECTIONS AND CO**

- ☐ **POST YOUR PERMIT** in a box, on-site and visible. If your permit or approved documents is not posted in the box, your inspection will not proceed. If you deviate from your original plans, you must apply for a Permit Revision, which requires new plan sets, fees, and repeating the process described above
- ☐ **Fire Inspection:** Once you receive your permit, call 404-371-3010 to schedule your Fire Inspection
- ☐ **Certificate of Occupancy (CO):** Once you pass your inspection(s), you may obtain your CO from DeKalb Development Services



## DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief Executive Officer  
Michael Thurmond

Director  
Andrew A. Baker, AICP

# Occupancy Permit Application

<b>PROJECT</b>	Date	Business Name	AP #
	Business Physical Address (Including City and Zip)		Suite #

<b>PROJECT DETAILS</b>	<b>Select One:</b> <input type="checkbox"/> Assembly: <input type="checkbox"/> Place of Worship <input type="checkbox"/> Restaurant <input type="checkbox"/> Nightclub <input type="checkbox"/> Bar <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Business <input type="checkbox"/> Educational <input type="checkbox"/> Daycare <input type="checkbox"/> Factory & Industrial <input type="checkbox"/> High Hazard <input type="checkbox"/> Institutional <input type="checkbox"/> Mercantile <input type="checkbox"/> Storage	
	Provide a detailed description of what the space will be used for:	
	Square Footage of Space Being Occupied by Business _____ Is there a Fire Sprinkler _____ Total Square Footage of Building _____ Is there a Fire Alarm _____	

<b>PRIMARY APPLICANT</b>	<b>Relationship to Project</b> <input type="checkbox"/> Property Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Contractor's Agent <input type="checkbox"/> Tenant <input type="checkbox"/> Architect / Design Professional	
	Applicant's Name	Company Name
	Address (Including City, State and Zip)	Phone
	Email	Mobile
	Additional Applicant	Phone

<b>OWNERS</b>	Property Owner's Name		Company Name	
	Address (Including City, State and Zip)			
	Email			Mobile
	Tenant/Business Owner's Name		Company Name	
	Address (Including City, State and Zip)			Phone
	Email			Mobile

<b>FEES</b>	<b>Total Minimum Fees \$445</b> (\$195 Minimum Permit Fee; \$50 Certificate of Occupancy; \$200 Fire Review & Inspection). Please note that additional fees may apply depending on the type of permit being submitted. Please contact us by email at <a href="mailto:permitinfo@dekalbcountyga.gov">permitinfo@dekalbcountyga.gov</a> or by phone at (404) 371-2155, option 3, for the calculation of fees, or refer to our fee schedule located at <a href="http://www.dekalbcountyga.gov/planning-and-sustainability/planning-sustainability">www.dekalbcountyga.gov/planning-and-sustainability/planning-sustainability</a>
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Select one option:

- ☐ A change in the ownership of the business only  
☐ A change in the name of the business only  
☐ A change in the ownership plus a change in the name of the business  
☐ A change in the occupant and/or name to unoccupied space

**Initial acknowledgement of each statement:**

\_\_\_\_\_ I have made no changes in any way (i.e. no changes to finishes, floor nor any modifications or repairs including mechanical, gas, plumbing and/or electrical work, load bearing walls, non-load bearing walls, exits, occupancy classification, occupant load, etc.) to the above-listed space.

\_\_\_\_\_ I understand that a life safety inspection will be conducted of my business. The inspector may discover life safety violations that will need to be corrected in a timely manner. I also understand that the inspector may discover life safety violations such that I will be required to submit plans and obtain a permit to correct the violations. After the completion of an approved life safety inspection, I will proceed to the permit office to obtain a Certificate of Occupancy.

\_\_\_\_\_ I understand that after I receive my new Certificate of Occupancy I will need to proceed to the Business License department to complete the Business License process.

\_\_\_\_\_ I hereby affirm that I am either the owner or legal lessee of the aforementioned business property and that I will be occupying an existing commercial development with the same use or similar use as determined by DeKalb County Department of Planning & Sustainability.

**Please note that only a contact listed on this application may print and sign his or her name to this form.**

I, \_\_\_\_\_, do solemnly swear that the information on this application is true, and that no false or misleading statement is submitted herein to obtain a Building Permit or Certificate of Occupancy. I understand that if I provide false or misleading information in this application, I may be subject to criminal prosecution and/or immediate revocation of any Building Permit or Certificate of Occupancy issued as a result of this application. I understand that I must comply with all County ordinances and regulations. I hereby agree to provide any clearance(s) and/or inspection report(s) required prior to the issuance of a Permit or Certificate of Occupancy.

I further agree that I shall be responsible from the date of this permit, or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work, whether from basic services or additional services, to persons or property. I agree to exonerate, indemnify and save harmless the County from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation, and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the Building Permit issued as a result of this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please answer all questions:**

1) Flood Plain: ☐ Yes ☐ No If yes, applicant to complete supplemental SFHA form.

2) Zoning District \_\_\_\_\_ Historic / Overlay \_\_\_\_\_

3) GIS: ♦Ownership / iasWorld match application? ☐ Yes ☐ No

♦Address to be added ☐ Yes ☐ No

♦DoIT ticket number \_\_\_\_\_

4) Tax District \_\_\_\_\_

5) Open Permits under address / Duplicate permits? ☐ Yes ☐ No

5) ID of applicant verified?

6) Applicant / Signature Match: ☐ Yes ☐ No

7) Property Owner Match: ☐ Yes ☐ No

8) Scope of work covered by license: ☐ Yes ☐ No

9) Form Signed? ☐ Yes ☐ No

10) EPlans submittal? ☐ Yes ☐ No

Permit processed by: \_\_\_\_\_

Comments:

# FOR SPACES LESS THAN 5000 Sq. Ft.

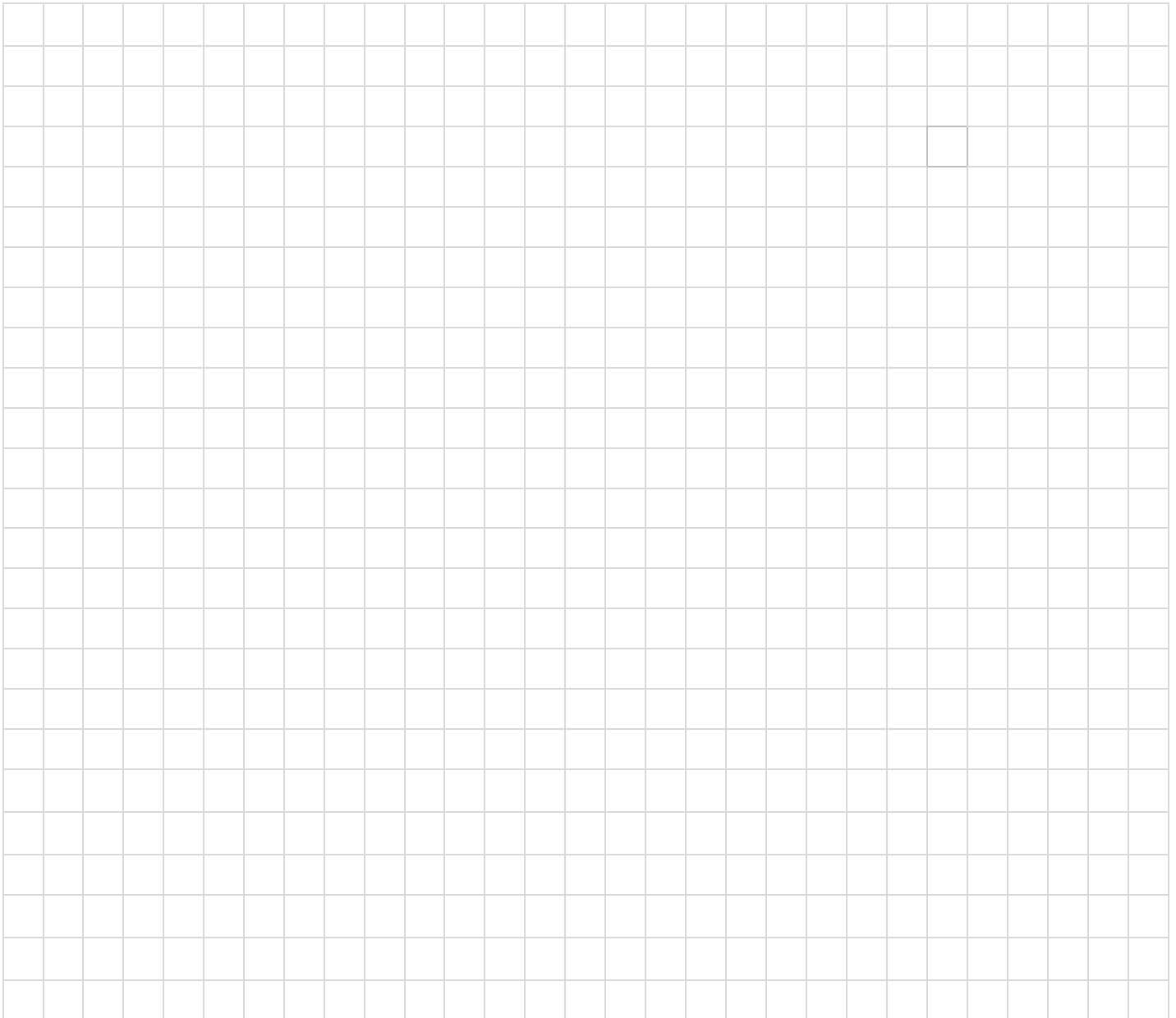
Business (Office) or Mercantile (Retail) Only

Does NOT include: Assembly, Educational, Institution, Daycare, or Residential Occupancies

## Sketch of Tenant Space

Please draw a sketch of your tenant space (floor plan) in the blank space below and include the following information:

- TOTAL SQUARE FOOTAGE AND DIMENSIONS OF SPACE BEING OCCUPIED
- LABEL THE USE OF EACH ROOM/AREA AND THEIR INDIVIDUAL DIMENSION
- LOCATION OF ALL EMERGENCY LIGHTING, EXIT SIGNS & FIRE EXTINGUISHERS
- ALL WALLS, ENTRANCES/EXITS, DOORS, STAIRS, & BATHROOMS

A large grid of 25 columns and 25 rows, intended for sketching a floor plan. The grid is composed of small squares, each representing a unit of measurement. A small square is highlighted in the top right corner of the grid.

# FOR SPACE 5000 Sq. Ft. OR LARGER AND ALL ASSEMBLY, EDUCATIONAL, INSTITUTIONAL & RESIDENTIAL OCCUPANCIES

## AS-BUILTS

In order to obtain a Certificate of Occupancy, as-built plans must be presented.

For as-built floor plans **submit three (3) sets of plans in person to:**

DeKalb County Department of Planning and Sustainability  
Plans Review Division, 2<sup>nd</sup> floor  
330 W. Ponce de Leon Avenue  
Atlanta, GA 30030

**Plans submitted must provide clear and sufficient information applicable to the requirements of the project in order for the plans examiner to conduct a complete review.**

**Listed below are the items required to meet the criteria for a commercial plan review.**

- A. Name of commercial tenant
- B. Project address (include building and suite number)
- C. Scope of Work Narrative
- D. State of Georgia Registered Architect/Engineer/Design Professional Signed, Sealed and Dated Stamp with registration number on all sheets (see requirements in the Registered Architect/Engineer section below), O.C.G.A. Title 43
- E. Occupancy Classification per NFPA 101 Life Safety Code (LSC), Chapter 6
- F. Occupancy Classification per International Building Code (IBC), Chapter 3
- G. Occupancy Fire-Rated Separation, including rated design assemblies used for structural fire resistance and fire-resistance rated construction separation of adjacent spaces
- H. Type of Construction
- I. If an automatic sprinkler system is provided, and whether the sprinkler system is required
- J. Occupant Load Calculations per Life Safety Code: Occupancy, Total Occupant Load, include calculations, NFPA 101 Chapter 7
- K. Fixture Requirements
- L. List the following codes and editions:
  - International Building Code (IBC)- 2012 edition with Georgia Amendments
  - National Electric Code (NEC) - 2017 edition
  - International Fuel Gas Code (IFGC) - 2012 edition with Georgia Amendments
  - International Mechanical Code (IMC) - 2012 edition with Georgia Amendments
  - International Plumbing Code (IPC) - 2012 edition with Georgia Amendments
  - International Energy Conservation Code (IECC) - 2009 edition with Georgia Amendments
  - International Residential Code (IRC) - 2012 edition with Georgia Amendments
  - International Fire Code (IFC) - 2012 edition with Georgia Fire Marshal Amendments
  - Georgia Accessibility Code - GAC 120-3-20 - 1997 edition
  - National Fire Protection Association 101 Life Safety Code (LSC) - 2012 Edition
  - U.S. Department of Justice A.D.A. Standards for Accessible Design (ADA) - 2010 edition
  - Chapter 120-3-3 Rules and Regulations for the State Minimum Fire Standards in Georgia

**KEY PLAN**

- A. Show proposed space within a building
- B. Show adjoining tenants and identify them by occupancy
- C. Identify use of all tenant spaces
- D. Zoning district, property and overlay if applicable

**SITE PLAN**

- A. Location of project in relation to property lines
- B. Location of project in relation to other buildings on site, if applicable
- C. Identify parking spaces

**FIRE & LIFE SAFETY REVIEW**

- A. Plan set must include a Life Safety Plan
- B. Show all means of egress
- C. Construction Type, with specified reference to 2012 IBC and 2012 NFPA 220 (as modified on GAC 120-3-20, NFPA 101 Table 8.2.1.1). Note construction materials and components of the structure on the plans (i.e. load bearing walls, interior walls, columns, etc.).
- D. Capacity (as identified by the authorities having jurisdiction, such as the DeKalb County School Board).
- E. Locations of ALL exit signs.
- F. Location of all emergency lighting.
- G. Locations of fire extinguishers (Note size, type and rating).
- H. Location of furnaces and water heaters. If unit is in attic/penthouse, note the location. Note BTU input rating of hot water heaters, and note CFM and BTU of furnace.
- I. Location and type of stove (residential or commercial appliance).
- J. Location of ALL stairs (inside and outside), ramps, and slope of ramps (Ex: 1:12)
- K. Location of fixed fire protection devices (Ex: kitchen hood suppression or Sprinkler systems). System design must be done and submitted by GEORGIA licensed fire suppression or sprinkler contractor. Fire systems permits for hoods, sprinklers, and alarms require separate permits.

**REGISTERED ARCHITECT/ENGINEER**

Submit plans with Architect/Engineer/Design Professional seal, as required for all plans that meet any of the following criteria:

- A. Over 5,000 square feet,
- B. Buildings greater than one story, or
- C. All Assembly, Educational, Institutional and Residential occupancies (i.e. Healthcare and Adult and Child Daycare facilities)

**FOOD SERVICE INDUSTRY**

For more information call FOG Main Line **(404)687-7150** or visit:

[www.dekalbwatershed.com/departments/fog/permit\\_information.htm](http://www.dekalbwatershed.com/departments/fog/permit_information.htm)