

Chief Executive Officer
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Andrew A. Baker, AICP

November 14, 2019

Dear Customer,

This letter is to advise you of upcoming changes with the 2020 Business License. (business without alcohol license) Season beginning January 1, 2020. Many of your recommendations will be incorporated into the DeKalb County renewal process, as we are committed to exceeding your expectations.

DEKALB COUNTY ORDINANCES CHANGES – NEW!

All businesses that hold an active business license ONLY (no alcohol license) are required to submit all required documentation by February 1, 2020, to avoid late filing penalties. Pursuant to Code Section 15-32 (a) the following late filing penalties will be assessed for renewal application ***postmarked or received after the following due dates:***

Due Dates	Penalty Amount
February 1, 2020	\$100.00
March 1, 2020	\$300.00
April 1, 2020	\$600.00

Additionally, Pursuant to Code Section 15-29(h) *“For purposes of this section, prima facie evidence of gross receipts generated during any period shall be a copy of the business' federal income tax return or an affidavit of the business' accounting firm.”* Businesses renewing a license for the year ending December 31, 2020, are required to submit their 2018 and 2019 Federal Income Tax Return (if not submitted previously) *(See reverse side for required forms and schedules)* or an affidavit from the business's accounting firm.

ADMINISTRATIVE PROCESS CHANGES – NEW!

DeKalb County's Business License Division is committed to looking at ways to improve the efficiency and convenience of the business license renewal process. With many requests for online submission to include forms and payment, we concur that it is critical to move towards an online process. To facilitate this, we are setting up all forms to be PDF fillable (available online), and payments can be made through our e-Permitting portal. First, you must register an online account through our website. *(see enclosed instructions)*. In addition to improving the efficiency and convenience of the business license renewal process, we have modified the renewal process. *(Please see the reverse side exhibit of the new renewal process)*

If you have any questions or concerns, please contact the DeKalb County Business and Alcohol License Office via email at blicense@dekalbcountyga.gov or call 404-371-2461.

Sincerely,

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Business License Manager

Cc: Andrew Baker, Director of Planning & Sustainability

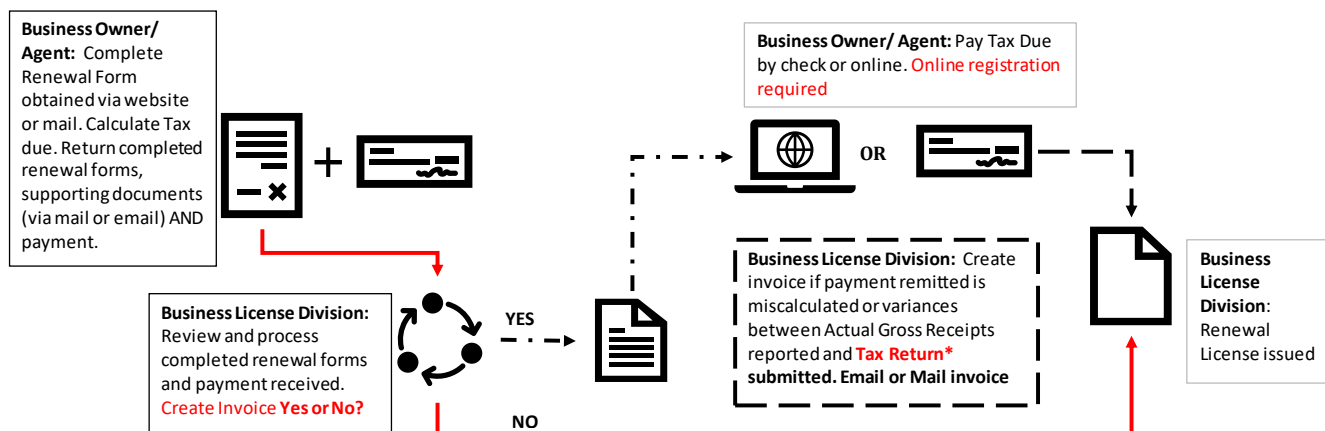
Cc: Rick E. Cunningham, Deputy Director of Planning & Sustainability

DEPARTMENT OF PLANNING & SUSTAINABILITY

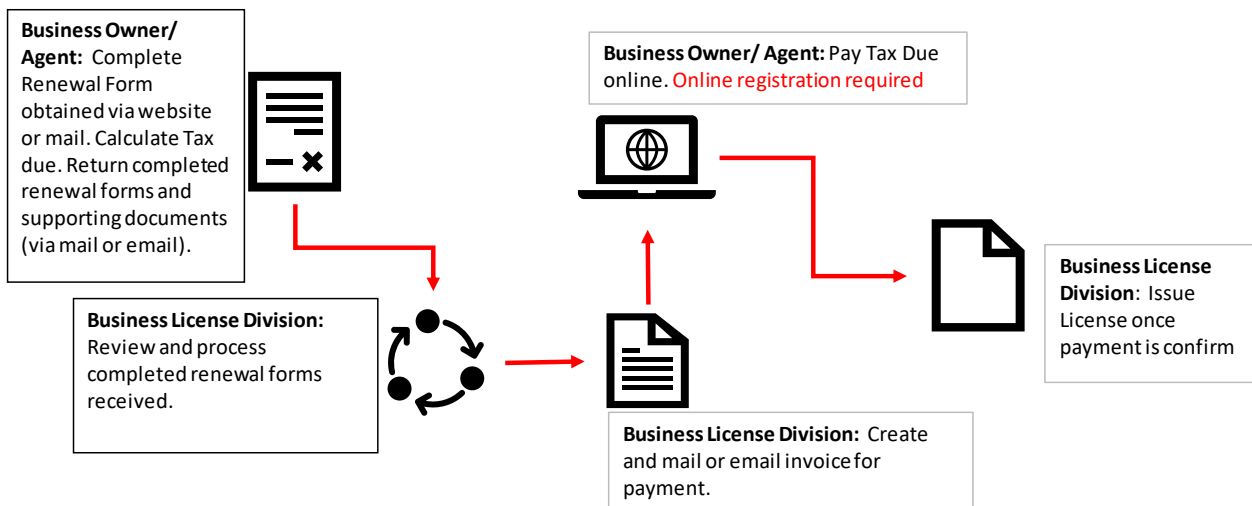
FEDERAL INCOME TAX RETURN
REQUIREMENTS

BUSINESS ENTITY TYPE	FORMS & SCHEDULE
1. Sole Proprietorship	SCHEDULE C OF 1040 ONLY
2. Single-member LLC	SCHEDULE C OF 1040 ONLY
3. C Corporation	FORM 1120
4. S Corporation	FORM 1120S
5. Two or more Member LLC and Partnerships	FORM 1065

BUSINESS LICENSE MAIL-IN RENEWAL PROCESS FLOW - NEW



BUSINESS LICENSE ONLINE RENEWAL PROCESS FLOW - NEW



**Note: Submit 2018 Tax Return if not already provided.*