

E-PERMITTING BUSINESS LICENSE RENEWAL INSTRUCTIONS

Once you are signed into your e-permitting account, please select “My Dashboard” to see your license account(s).

The screenshot shows the DeKalb County Georgia e-permitting dashboard. At the top, there is a navigation bar with the DeKalb County logo and several menu items: "My Dashboard" (highlighted in yellow), "Request Inspection", "Lookup", and "Submit an Application or Request". Below the navigation bar, the user is greeted with "Welcome, Lexi!". To the left, there is a section for user information: "Username" (iamorgan@dekalbcountyga.gov) and "Address" (178 Sams St, Decatur, GA 30030). Below this is a "My Profile" button. To the right, there is a "MY FEES" section with a "Total Amount Due" of \$205.00 and a "Make Payment" button. Below the fees section, there are links to "Go to my fees" and "Go to my payment history". At the bottom, there is a "My Projects" section with a "Filter" button and a "Clear All" button.

If you do not see your license account, you will need your password reset or your account linked to the license.

Please contact blicense@dekalbcountyga.gov or PlanITHelp@dekalbcountyga.gov for account assistance.

The screenshot shows the "View Details" page for a "General Business License Application". The page is divided into three main sections: "View Details", "Fees", and "Status". The "View Details" section shows the application title, a license number (1240), and the address (STONE MOUNTAIN GA 30083-). The "Fees" section shows a "Paid" status. The "Status" section shows the application is "Active" with "1 Pending Task". It also displays the "Current Milestone" as "Awaiting Renewal Updates" and the "Added Date" as "12/02/2020". At the bottom, there is a navigation bar with "Prev" and "Next" buttons, and a "1" indicating the current page.

After locating the license account you would like to renew, select “view details” or the license number.

E-PERMITTING BUSINESS LICENSE RENEWAL INSTRUCTIONS

[My Dashboard](#)[Request Inspection](#)[Lookup](#)[Submit an Application or Request](#)

General Business License Application

[MY DOCUMENTS \(0\)](#)

1240184

[Change Request](#)

MY FEES

Total (paid and unpaid) **\$5,572.55** [PAYMENT HISTORY](#)Unpaid Balance **\$0.00**Added Date ⓘ
12/02/2020Status ⓘ
ActiveCurrent Milestone ⓘ
Awaiting Renewal Updates

Primary Address ⓘ

Primary Applicant ⓘ

Submit

Fees

Review

Issued

Renew

Fees

Review

Renewed

Information ⓘ

Edit

Needs Action

All

Awaiting Applicant Action: Fill in the Annual Renewal Receipt Information Details

Annual Renewal Receipt Information Details




If the license account does not have “renew” in blue, you will need to contact the office at bllicense@dekalbcountyga.gov

Select the “Edit” link and the drop down icon on the right to begin filling out the required information.

E-PERMITTING BUSINESS LICENSE RENEWAL INSTRUCTIONS

Awaiting Applicant Action: Fill in the Annual Renewal Receipt Information Details

Annual Renewal Receipt Information Details  Edit



Receipt Information

Save Affidavit [Senate Bill 160]

☐ US Citizen ⓘ

☐ Save Affidavit Received ⓘ

Year Save Affidavit Received

Annual Renewal

Renewal Year ⓘ

2023

Estimated Number of Employees for Current Year ⓘ

0

Actual Number of Employees for Previous Year ⓘ

0

Estimated Gross Receipts for Current Year ⓘ

0

Actual Gross Receipts for previous year ⓘ

0

NOTE: Only businesses licensed per O.C.G.A. 48-13-9 (c) (2) may elect to pay the flat rate

☐ Professional Elects to Pay Flat Rate ⓘ

Employee Work Authorization

Authorization Date ⓘ

Work Authorization Fed Id

0

E-PERMITTING BUSINESS LICENSE RENEWAL INSTRUCTIONS

Annual Renewal Receipt Information Details

Receipt Information

Save Affidavit [Senate Bill 160]

☐ US Citizen ⓘ

☐ Save Affidavit Received ⓘ

Year Save Affidavit Received ⓘ

MM/DD/YYYY

h:mm A

Annual Renewal

Renewal Year ⓘ

2023

Estimated Number of Employees for Current Year * ⓘ

Actual Number of Employees for Previous Year * ⓘ

Estimated Gross Receipts for Current Year * ⓘ

Actual Gross Receipts for previous year * ⓘ

NOTE: Only businesses licensed per O.C.G.A. 48-13-9 (c) (2) may elect to pay the flat rate

☐ Professional Elects to Pay Flat Rate ⓘ

Employee Work Authorization

Authorization Date ⓘ

MM/DD/YYYY

h:mm A

Work Authorization Fed Id *

Complete the requested information. The “work authorization fed id” is your e-verify number.

If not required, please put 1 or 123456 to bypass

☐ Professional Elects to Pay Flat Rate ⓘ

Employee Work Authorization

Authorization Date ⓘ

MM/DD/YYYY

h:mm A

Work Authorization Fed Id *

Cancel

Save

Save your input utilizing the “save” button to the bottom right.

After saving, prepare to upload your required documents. The basic application requirements are listed below:

- 2023 Renewal Application
- 2021 Tax Return
- No Change Affidavit
- 2023 Secretary of State
- Applicant government issued identification
- Private Employer Affidavit
- SAVE Affidavit

E-PERMITTING BUSINESS LICENSE RENEWAL INSTRUCTIONS

Attachments ①

Download All Attachments 14 ^

Attach all required files here.

Complete A Private Employer Affidavit file is required.

[Adar at Golden Gate Private Employer _1.pdf](#)
01/18/2023 12:53 PM
Adar at Golden Gate Private Employer.pdf
 [Download](#)

[Business Registration Adar at Golden gate 2023 \(1\)_1.pdf](#)
01/18/2023 1:06 PM
Business Registration Adar at Golden gate 2023 (1).pdf
 [Download](#)

Complete Document Type 'No Change Affidavit' is required for General License.

[Adar at Golden Gate Affidavit Save_1.pdf](#)
01/18/2023 12:53 PM
Adar at Golden Gate Affidavit Save.pdf
 [Download](#)

Upload your SAVE and private employer affidavit

Add any other files here.

[BL Adar 1240814.pdf](#)
Used as the default type for out-of-the-box functionality.
12/02/2020 9:55 AM
BL Adar 1240814.pdf
 [Download](#)

[PROPERTY TAX 1240184.pdf](#)
Used as the default type for out-of-the-box functionality.
08/05/2021 9:30 AM
PROPERTY TAX 1240184.pdf
 [Download](#)

[2022 RENEWAL #1240184.pdf](#)
Used as the default type for out-of-the-box functionality.
03/31/2022 1:18 PM
2022 RENEWAL #1240184.pdf
 [Download](#)

[2020 taxes #1240184.pdf](#)
Used as the default type for out-of-the-box functionality.
04/04/2022 11:09 AM
2020 taxes #1240184.pdf
 [Download](#)

[2022 FEE REASSESSMENT 1240184.pdf](#)
Used as the default type for out-of-the-box

[Adar at Golden Gate - 4900 Central Dr - 20119 - 20_Wolfert.pub](#)

[Adar at Golden Gate - 4900 Central Dr - 2020 - 20_Wolfert.pub](#)

[Adar at Golden Gate - 4900 Central Dr - 2021 - 20_Wolfert.pub](#)

E-PERMITTING BUSINESS LICENSE RENEWAL INSTRUCTIONS

Basic Application Requirements:

- 2023 Renewal Application
- 2021 Tax Return
- No Change Affidavit
- 2023 Secretary of State (sos.ga.gov)
- Applicant government issued identification
- Private Employer Affidavit
- SAVE Affidavit

After your application is submitted, it will be processed by staff.

Please continue to check your account for updates and fees.

If additional documentation or information is required your application status will change to “Awaiting Applicant Resubmit”. Please check your email for the information regarding the requested documents.

Once the fees have been submitted, the license will be issued.

Useful Links:

Application:

[Letterhead plain \(dekalbcountyga.gov\)](https://dekalbcountyga.gov/letterhead/plain)

E-permitting customer portal:

[Home - CIVICS \(dekalbcountyga.gov\)](https://dekalbcountyga.gov/home-civics)