

## 2024 DEKALB COUNTY ALCOHOL LICENSE AND BUSINESS RENEWAL NOTICE AND APPLICATION INSTRUCTIONS

The DeKalb County renewal period will commence October 1<sup>st</sup>, 2023 and ends December 31, 2023

**\*This renewal period is for businesses that maintain an alcohol license only\***

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### BEFORE YOU BEGIN

- All required documentation must be scanned and saved as individual PDF files.
- Applications must be uploaded to the E-Permitting Customer Portal
- To access all applications and forms please visit our webpage : [tinyurl.com/2023DeKalbRenewal](https://tinyurl.com/2023DeKalbRenewal)
- Only upload application to the business license account. The alcohol license will be processed simultaneously
- For customer portal assistance please email: [PlanITHelp@dekalbcountyga.gov](mailto:PlanITHelp@dekalbcountyga.gov)

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### REQUIRED DOCUMENTS

- 2024 Business-Alcohol application
- Government-Issued Photo ID
- 2022 Tax Return
- No Change Affidavit
- 2023 Secretary of State
- Private Employer Affidavit
- SAVE Affidavit

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### HOW TO RENEW

- Log into [Home - CIVICS \(dekalbcountyga.gov\)](https://dekalbcountyga.gov) (Click the link)
- Go to your Dashboard, select the "Business License Number" for renewal
- Complete the "Annual Renewal Receipt Information Details"
- Complete the requested information. "The work authorization fed id" is the E-verify number
- Verify account information
- Save input and upload required documents

Georgia law requires that anyone registering for or holding an Alcohol License or Permit must submit a Citizenship Affidavit and Secure and Verifiable Document. If the individual signing the Affidavit is not a U.S. citizen, the Affidavit and Secure and Verifiable Document must be submitted annually when renewing the License or Permit. The Secure and Verifiable document for Non-U.S. citizens must be the document used to show your residency status.

The online instructions are available on our webpage:

[tinyurl.com/2023DeKalbRenewal](https://tinyurl.com/2023DeKalbRenewal)

For questions, concerns or inquiries, please email [blicense@dekalbcountyga.gov](mailto:blicense@dekalbcountyga.gov)



DEPARTMENT OF PLANNING & SUSTAINABILITY

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NOTICE AND APPLICATION INSTRUCTIONS**

**Letter of Entertainment Instructions:**

If you are operating after 12:30 AM an approved Letter of Entertainment (LOE) will be required to submit with your application. The document is attached to the application. To obtain your approved LOE please email [dekalblo@dekalbcountyga.gov](mailto:dekalblo@dekalbcountyga.gov)

Your approval must be submitted with your application package.

Please check the online portal and email for updates regarding your application or fees. After remitting fees the licenses will be sent to the email addresses on file.

<b>DeKalb County Alcohol License</b>	Annual license fee	
<b>DeKalb County Alcohol License -Sunday Sales</b>	Annual license fee along with sales information for the last twelve months, the business was open. If the business has been opened less than twelve months, then enter the actual sales for the time open.	
<b>DeKalb County Business and Occupational Tax</b>	Consist of four (4) parts: (1) Base administrative fee \$75.00, (2) Minimum gross receipts tax \$50.00, (3) Business tax on gross receipts over \$20,000, (4) Employee fee per worker including the owner/operator, and anyone working in the business.	
<b>Payment Due Date</b>	<b>Business and Occupational Tax</b> December 31, 2023	<b>Alcohol License Fee</b> November 30, 2023
<b>Penalty Due Date (10%)</b>	Received after December 31, 2023	Postmarked or received after November 30, 2023
<b>Interest Due Date (1% per month)</b>	Postmarked or received After December 31, 2023	Postmarked or received After November 30, 2023
<b>Late Filing Penalty</b>	<b>Postmarked or received after</b>	
	<b>Due Dates</b>	<b>Amount</b>
	February 1, 2024	\$100.00
	March 1, 2024	\$300.00
	April 1, 2024	\$600.00
	<b>NO LATE FEES WILL BE WAIVED</b>	

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<p><b>Required Documents</b></p>	<ul style="list-style-type: none"> <li>▪ Evidence of State Registration (i.e. Dept. of Agriculture, Dept. of Health, etc.)</li> <li>▪ Current Secretary of State documentation for Corporations, LLC's, etc.</li> <li>▪ 2022 Federal Tax Return or Letter from Accounting Firm</li> <li>▪ No Change Affidavit</li> <li>▪ Letter of Entertainment (LOE) (if applicable)</li> <li>▪ 2024 Alcohol License and Business Occupational Tax Renewal Application</li> <li>▪ Copy of Licensee's secure &amp; verifiable document (Driver's License)</li> <li>▪ Current Excise Account (if applicable)</li> <li>▪ Video Surveillance Certificate- Gas Stations/Convenience Stores</li> </ul>	
<p><b>How to Submit for Local Alcohol License:</b></p>	<ul style="list-style-type: none"> <li>• <b>Log into</b> <a href="https://dekalbcountyga.gov">Home - CIVICS (dekalbcountyga.gov)</a></li> <li>• Access your dashboard and select the <b>BUSINESS</b> account you would like to renew-do not select the associated alcohol license account</li> <li>• Complete requested information</li> <li>• Upload application and required documents</li> <li>• Save and Submit</li> </ul>	<p style="text-align: center;"><b><u>DO NOT MAIL APPLICATIONS</u></b></p>