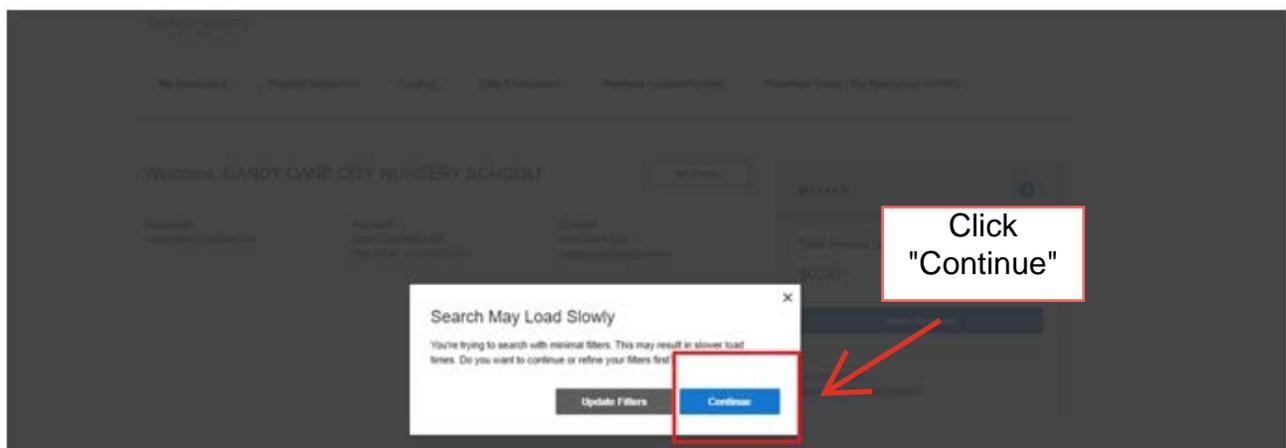
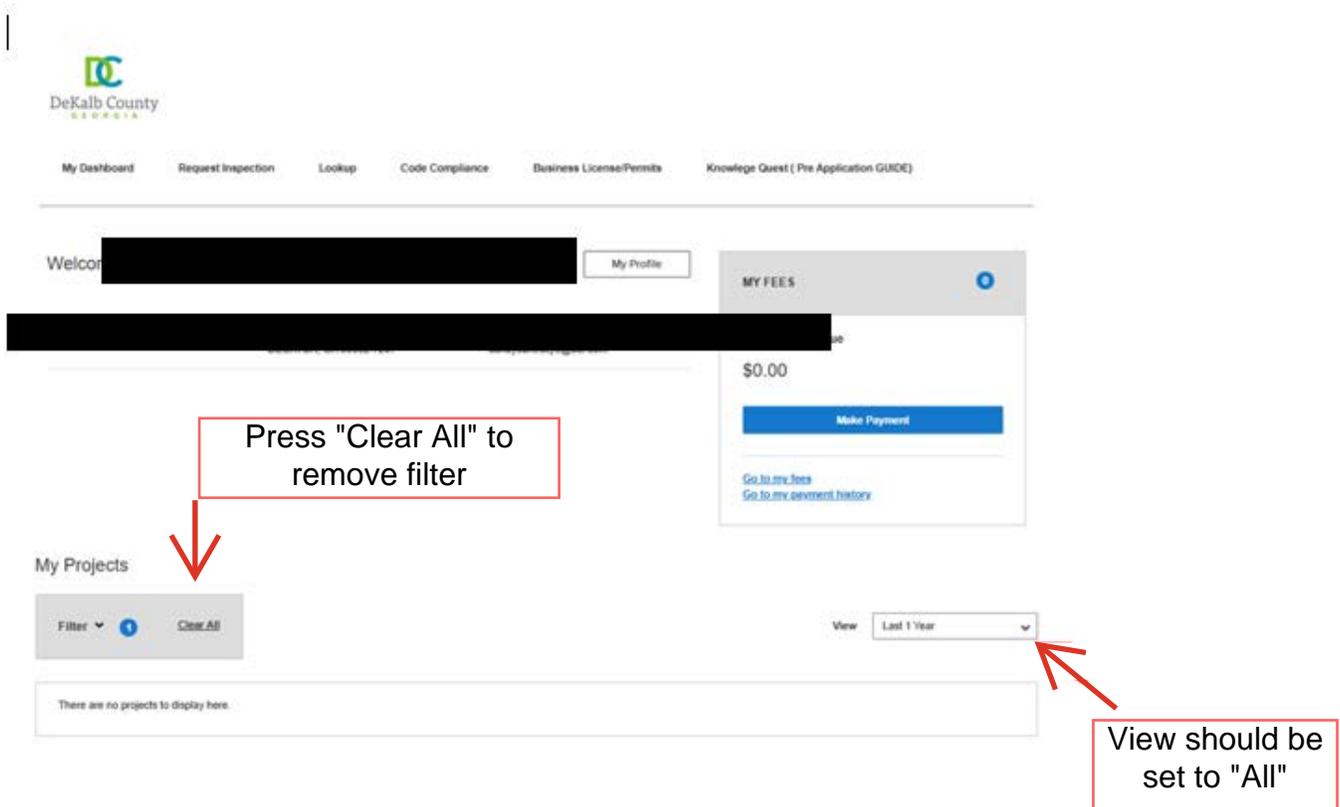


# E-PERMITTING BUSINESS LICENSE RENEWAL INSTRUCTIONS

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



**\*\*IF YOU DO NOT SEE YOUR LICENSE ACCOUNT, THE ACCOUNT WILL NEED TO BE LINKED TO THE PORTAL\*\***

**\*\*Please contact [blicense@dekalbcountyga.gov](mailto:blicense@dekalbcountyga.gov) or [PlanITHelp@dekalbcountyga.gov](mailto:PlanITHelp@dekalbcountyga.gov) for account assistance.**

# E-PERMITTING BUSINESS LICENSE RENEWAL INSTRUCTIONS

2. After locating the license account, select “view details” OR the license number.

The screenshot shows a user interface for a license application. On the left, there is a 'View Details' button in a blue box. Below it, the text reads 'General Business License Application' followed by a search box containing 'C', another search box, and the address 'STONE MOUNTAIN GA 30083-'. A license number '1240' is highlighted in yellow. On the right, there are two panels: 'Fees' with a 'Paid' status, and 'Status' with 'Active' status, '1 Pending Task', and 'Current Milestone' of 'Awaiting Renewal Updates' with an 'Added Date' of '12/02/2020'. At the bottom, there is a navigation bar with 'Prev', '1', and 'Next' buttons.

3. The business account will open and the blue tab should be highlighted on ‘RENEW’

The screenshot shows the DeKalb County website interface. At the top left is the DeKalb County logo. Navigation links include 'My Dashboard', 'Request Inspection', 'Lookup', and 'Submit an Application or Request'. The main heading is 'General Business License Application' with a 'MY DOCUMENTS (0)' link. Below the heading, the license number '1240184' is displayed, along with a 'Change Request' link. A 'MY FEES' section shows 'Total (paid and unpaid)' as '\$5,572.55' with a 'PAYMENT HISTORY' link, and 'Unpaid Balance' as '\$0.00'. Below this, there are fields for 'Added Date' (12/02/2020), 'Status' (Active), 'Current Milestone' (Awaiting Renewal Updates), 'Primary Address', and 'Primary Applicant'. A progress bar at the bottom shows steps: 'Submit', 'Fees', 'Review', 'Issued', 'Renew' (highlighted in blue with a yellow checkmark), 'Fees', 'Review', and 'Renewed'. At the bottom right, there is an 'Information' section with an 'Edit' button.

**\*\* If the license account does not have “renew” in blue, you will need to contact us at: [blicense@dekalbcountyga.gov](mailto:blicense@dekalbcountyga.gov) \*\***

# E-PERMITTING BUSINESS LICENSE RENEWAL INSTRUCTIONS

4. Select **“Edit”** and the section will drop-down to begin filling out the required information.

Needs Action All

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

Annual Renewal Receipt Information Details  

### ***Annual Renewal Receipt Information Section:***

**\*\* Any spaces that ask for date/time will be the current date & time [PLEASE UTILIZE THE CALENDAR AND CLOCK ICONS TO ENTER INFORMATION] \*\*\***

**\*\* Work Authorization Fed ID: If your business has more than 10 employees you should have an assigned federal ID. If you do not have more than 10 employees, please enter 123456\*\***

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 \*  
[Redacted]

## E-PERMITTING BUSINESS LICENSE RENEWAL INSTRUCTIONS

5. Save your input utilizing the “save” button to the bottom right.
6. Now, prepare to upload your required documents. The renewal application requirements are listed below: **\*\*this is what the portal will display\*\***

Document Type 'Private Employer Affidavit' is required for General License.

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

Document Type '2024 Federal Tax Return or Letter from Accounting Firm' is required for General License.

Document Type 'SAVE Affidavit' is required for General License.

Document Type 'Business Occupational Tax Renewal Application' is required for General License.

Document Type 'Drivers License or State ID' is required for General License.

**\*\*However, the applicant is required to upload all documents\*\***

- Renewal application
- Tax return or Letter from Accounting Firm (two years prior to current year OR multiple if multiyear application)
- Business License Renewal Affidavit (aka No Change Affidavit)
- Private Employer Affidavit
- Affidavit Verifying Status for County Public Benefit Application (aka SAVE Affidavit)
- Evidence of state registration (i.e. Dept. of Agriculture, Dept. of Health, etc.)
- Letter of Entertainment (LOE/LNE) – **if applicable**
- Government issued identification

7. Add the required documents by clicking the ‘ADD’ button next to the corresponding document. Once complete press ‘SUBMIT’ button.

Attachments ⓘ Download All Attachments 12 ^

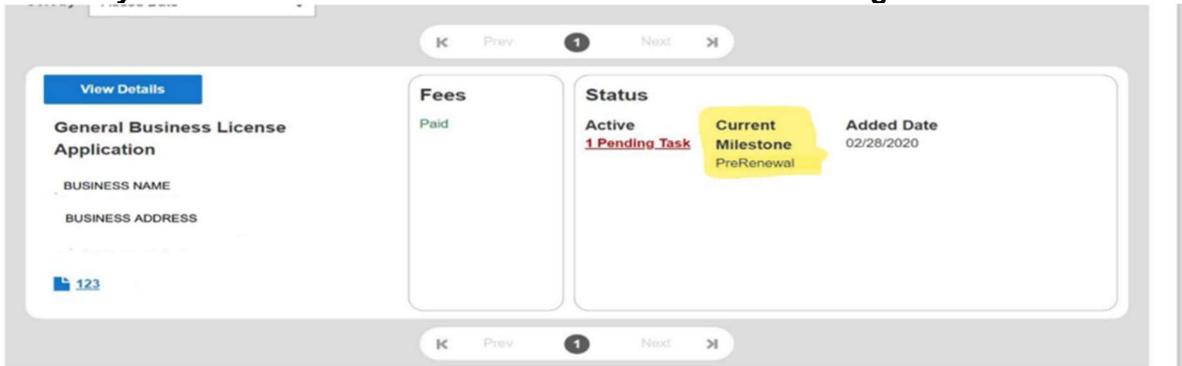
Attach all required files here.

<b>Pending</b>	Document Type 'Private Employer Affidavit' is required for General License.	Add
<b>Pending</b>	Document Type 'No Change Affidavit' is required for General License.	Add
<b>Pending</b>	Document Type 'SAVE Affidavit' is required for General License.	Add

Add any other files here. Add

## E-PERMITTING BUSINESS LICENSE RENEWAL INSTRUCTIONS

8. Once all documents have been uploaded the page will refresh, please return to 'My Dashboard'. The screen should look like the following:



**\*\* It is imperative that your 'current milestone' is 'PreRenewal' this indicates that the information has successfully uploaded\*\***

**\*\*Any questions or concerns please contact [blicense@dekalbcountyga.gov](mailto:blicense@dekalbcountyga.gov) providing the name of the business, license number and/or address of the business\*\***

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

**Please continue to check your account AND email 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:

Main Page:

[Business and Alcohol License | DeKalb County GA](#)

E-permitting customer portal:

[Home - CIVICS \(dekalbcountyga.gov\)](#)