

**2026 DEKALB COUNTY ALCOHOL LICENSE AND BUSINESS RENEWAL  
NOTICE AND APPLICATION INSTRUCTIONS**

**DO NOT MAIL APPLICATIONS**

The DeKalb County renewal period will commence October 1<sup>st</sup>, 2025 and ends December 31, 2025

**\*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:  
<https://tinyurl.com/DeKalbRenewal>
- 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

- 2026 Business-Alcohol application
- Government-Issued Photo ID
- 2024 Tax Return
- 2026 Secretary of State Certificate of Organization
- Private Employer, Save & No Change Affidavits
- Video Surveillance Certificate (VSS)-Convenience Stores/Hotels/Motels
- Evidence of State Registration (i.e. Dept. of Agriculture, Dept. of Health, etc.)
- Letter of Entertainment (LOE), if applicable
- Current Excise Account (if applicable)

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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:

<https://tinyurl.com/OnlineRenewalInstructions>

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

**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 [dekalbloee@dekalbcountyga.gov](mailto:dekalbloee@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>	<b>Annual license fee</b>	
<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, 2025	<b>Alcohol License Fee</b> November 30, 2025
<b>Penalty Due Date (10%)</b>	Received after December 31, 2025	Postmarked or received after November 30, 2025
<b>Interest Due Date (1% per month)</b>	Postmarked or received After December 31, 2025	Postmarked or received After November 30, 2025
<b>Late Filing Penalty</b>  <b>NO LATE FEES WILL BE WAIVED</b>	<b>Postmarked or received after</b>	Please include all required documents with your renewal packet to prevent delays
	<b>Due Dates</b>	
	<b>February 1st, 2026</b>	
	<b>March 1st, 2026</b>	
	<b>April 15th, 2026</b>	
<b>Video Surveillance</b>	<ul style="list-style-type: none"> <li>Hotel/Motel</li> <li>Email: <a href="mailto:cdcantrell@dekalbcountyga.gov">cdcantrell@dekalbcountyga.gov</a></li> <li>Convenience Stores- Code Enforcement <ul style="list-style-type: none"> <li>Phone: 404.687.3700</li> </ul> </li> <li>Email: <a href="mailto:codeenforce@dekalbcountyga.gov">codeenforce@dekalbcountyga.gov</a></li> </ul>	Please see the point of contacts for VSS certificates.  <b>VSS certificates are not issued by the business license office.</b>

Chief Executive Officer  
Lorraine Cochran Johnson

## DEPARTMENT OF PLANNING & SUSTAINABILITY

Director  
Juliana Njoku

Dear DeKalb County Business Customer,

**This letter includes information on how to complete and submit your Letter of Entertainment (LOE).**  
Please submit LOEs and any associated grandfather documentation to [DeKalbLOE@dekalbcountyga.gov](mailto:DeKalbLOE@dekalbcountyga.gov).

1. **All renewals must submit a new, completed LOE (see attached) for the 2026 renewal season.**
  - Please check all applicable boxes on the form. This form is a fillable .pdf form.
  - Please note that you cannot be both a “Freestanding Bar” and a “Restaurant.”
    - Please check one (1) based on the alcohol-to-food ratio that is sold.
    - If you check “yes” to tobacco or smoking, then you are automatically a “Freestanding Bar” and cannot sell alcohol on Sundays.
    - All establishments which permit smoking must demonstrate compliance with the DeKalb County Indoor Clean Air Act or obtain a ventilation (HVAC) permit from Building Permits.
    - If you are a “Restaurant” without smoking, then you can sell alcohol on Sundays.
  - Additionally, if your business model has not changed and your LOE was approved last year by the Planning & Sustainability, you should check the same boxes you checked last year so that your LOE approval to avoid processing delays.
2. **If your establishment is a “Late Night Establishment” or “Nightclub” open beyond 12:30 am that was previously grandfathered by the Planning & Sustainability Department,** you will need to submit the grandfather documentation with your LOE to prove that you have not been closed for more than six months in the previous year.
  - Please provide at least one alcohol invoice from each quarter of 2025 and/or time-date alcohol receipts for each quarter, so that your grandfather documents and LOE can be reviewed in a timely manner.
  - If your Late-Night Establishment or Nightclub was approved as a Special Land Use Permit (SLUP) by the Board of Commissioners, please provide the number, or if it is a permitted use in an overlay district write the overlay information. Please note on the LOE that your establishment qualifies under one of these two methods.
3. **Submit LOEs and any supporting documentation to [DeKalbLOE@dekalbcountyga.gov](mailto:DeKalbLOE@dekalbcountyga.gov).**  
Upon submittal, you will receive a confirmation that your information has been received and is being reviewed. Grandfathered Late-Night Establishments and Nightclubs take longer to review since documentation has to be verified, therefore please submit the LOE **by September 19th, 2025** to ensure that your alcohol license and/or business license applications are reviewed in a timely manner. An approved LOE will be emailed back to you, so that you may include the approved LOE in your alcohol renewal packet.

If you have any questions or concerns about the LOE review process, you may contact our staff.

Best Regards,

Howard Johnson, Sr. Planner

Planning & Sustainability Department

[DeKalbLOE@dekalbcountyga.gov](mailto:DeKalbLOE@dekalbcountyga.gov) or call 404-275-2804