

STARTING A NEW BUSINESS IN UNICORPORATED DEKALB COUNTY

All businesses in DeKalb County are required to submit all new business licenses via the EPERMITS portal at epermits.dekalbcountyga.gov

STEP 1: In the epermits portal, click on “BUSINESS LICENSES/PERMITS”

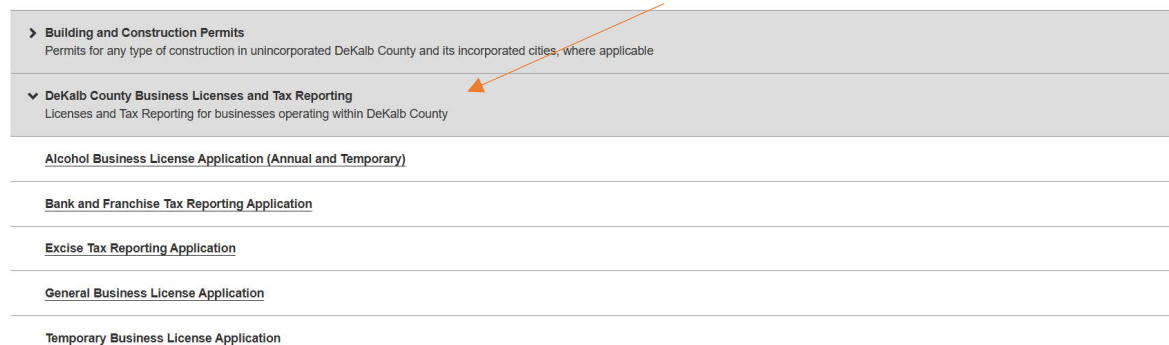


STEP 2: Click on “DEKALB COUNTY BUSINESS LICENSES AND TAX REPORTING”

Submit a New Record

Licenses & Permits

Apply for a new license or permit, or renew an existing one.



STEP 3: Select “GENERAL BUSINESS LICENSE APPLICATION”

Submit a New Record

Licenses & Permits

Apply for a new license or permit, or renew an existing one.

> Building and Construction Permits

Permits for any type of construction in unincorporated DeKalb County and its incorporated cities, where applicable

▼ DeKalb County Business Licenses and Tax Reporting

Licenses and Tax Reporting for businesses operating within DeKalb County

Alcohol Business License Application (Annual and Temporary)

Bank and Franchise Tax Reporting Application

Excise Tax Reporting Application

General Business License Application

Temporary Business License Application

STEP 4: Put in all the necessary information for your business. PLEASE NOTE THAT A DBA REQUIRES GETTING A TRADE NAME REGISTERED WITH THE DEKALB COUNTY CLERK OF SUPERIOR COURT

Submit a New Record

✓ Save Progress

✓ Choose a Record

Record Information

Additional Information

Attachments

Review

Confirmation

Fill in the record information. Fields with * are Required.

What kind of record are you submitting?

General Business License Application

Business Name * ⓘ

DBA Name ⓘ

License Category * ⓘ

Select

Business Type * ⓘ

Select

Description * ⓘ

2000 characters left

STEP 5: When entering the address, the only necessary information for the search is the address number and street name. PLEASE NOTE THAT IF YOU DO ENTER ADDITIONAL INFORMATION IN THE "ADD PRIMARY ADDRESS", THE SEARCH WILL NOT WORK!

This field indicates your responsibility for this request:
Capacity *

Select

Addresses ①

Add Primary Address

Location Details

300 characters left

Back Save & Continue

Choose a Record Record Information

Fill in the record information. Fields with * are Required.

What kind of record are you submitting?
General Business License Application

Business Name * ①

License Category * ①

Description * ①

2000 characters left

This field indicates your responsibility for this request:
Capacity *

Capacity

Add Primary Address

Type ①
☒ Address ☐ Parcel

Number ① 178

Dir ① Select

Street Name ① SAMS

Suffix ① Select

Unit / Apt # ①

City ①

Postal Code ①

Clear All Search

STEP 6: After searching for your address, you will click "SAVE AND CONTINUE". If your business address is in Unincorporated DeKalb County, you will progress to the "ADDITIONAL INFORMATION" page. If the address is not in Unincorporated DeKalb County, you will receive an error message "The site selected is not valid for Unincorporated Dekalb County. Please check with your municipality or select a different address"

Submit a New Record

✓ Save Progress

✓ Choose a Record

Record Information

Additional Information

Attachments

Review

Confirmation

Fill in the record information. Fields with * are Required.

What kind of record are you submitting?

General Business License Application

wpgravity

Applicant

Addresses ①

Add Additional Address

✕ 4462 GLENHAVEN DR
DECATUR GA 30035-
Address

Location Details

300 characters left

Back

Save & Continue

Submit a New Record

✓ Save Progress

Choose a Record

✓ Choose a Record

✓ Record Information

Additional Information

Attachments

Review

Confirmation

General Business Details

General Business Information

Sanitation Account # ①

Employer Identification Number ①

Sales Tax and Use Identification Number ①

Application Process Type

For Temporary Licenses Only - Event Location

Exempt Business Type

Business License Information

NAICS Code *

NAICS Code Description

STEP 7: Fill in all the necessary information for your business.

Submit a New Record

✓ Save Progress

Choose a Record

✓ Choose a Record

✓ Record Information

Additional Information

Attachments

Review

Confirmation

General Business Details

General Business Information

Sanitation Account # ⓘ

Sales Tax and Use Identification Number ⓘ

Employer Identification Number ⓘ

Application Process Type

Select

For Temporary Licenses Only - Event Location

Select

Exempt Business Type

Select

Business License Information

NAICS Code *

NAICS Code Description

24 of 24
Item not Cc

STEP 8: You will have to identify both your legal citizenship status and whether the business is a "HOME-BASED BUSINESS". If the "HOME-BASED BUSINESS" is not selected, the system will identify your business as a COMMERCIAL BUSINESS and will require you to get a CERTIFICATE OF OCCUPANCY with the Permits Division

☐ Home-based Business ⓘ

☐ Out of State Contractor ⓘ

☐ Us Citizen

Bill Class Type *

Select

CO Permit #

STEP 8: For the "BILL CLASS TYPE", select the option that best applies to your business. If "VETERAN" is selected, you will have to show your DD214 from the Department of Veteran Affairs. If "EXEMPT" is selected, you will need to provide a 501c3 document from the IRS.

☐ Home-based Business ⓘ

☐ Out of State Contractor ⓘ

☐ Us Citizen

Alcohol License Information
Type of Alcohol Sales ⓘ

Bill Class Type *

Select ^

Select

General

Bank

Professional

Exempt

Insurance

Veteran

STEP 9: You will need to add yourself or partners in the “ADDITIONAL APPLICANTS” section and approve it. Only fill out the areas that have a red asterisk (*)

Additional Applicant Information ^

Additional Applicants

Additional Applicants

+ Add Row

Capacity	Name *	First Name	Email Address	Is Applicant	Title	State	Ownership Percentage	Ownership
----------	--------	------------	---------------	--------------	-------	-------	----------------------	-----------

- Please provide the contact information for additional entities associated with the application / permit.
- An invitation will be sent to the email address provided unless an existing portal membership matching the email address already exists.
- Once the invitation is accepted or if an existing portal membership was found, the contact will be added as an applicant.
- Any contact listed below has not yet been added as an applicant.

Note - In order to create as an applicant, the invitation must be accepted (Accepted By), the ContactKey to Use must be specified or the Create New Contact must be checked.



Additional Applicant Information

Additional Applicants

Additional Applicants

+ Add Row

Capacity	Name *	First Name	Email Address	Title	State	Ownership Percentage

Please provide the contact information for a

An invitation will be sent to the email address

Once the invitation is accepted or if an email

Any contact listed below has not yet been a

Note: - In order to create as an applicant, the

Receipt Information Details

Add Row

Capacity

Select

Name *

First Name

Email Address

Title

Is Applicant

State

Ownership Percentage

STEP 10: For the “RECEIPT INFORMATION DETAILS” please provide an estimate of how much you think the business will gross and the number of employees the business will have by the end of the year. When all necessary information is provided, select “SAVE AND CONTINUE”

Receipt Information Details

Receipt Information

Annual Renewal

Estimated Gross Receipts for Current Year * ⓘ

Estimated Number of Employees for Current 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 ⓘ

Work Authorization Fed Id

0

Back

Save & Continue

STEP 11: You will be taken to the “ATTACHMENTS” section of the business license application. The paper copy of the business license will need to be scanned and uploaded to the portal. Please note that the required documents may vary depending on the type of business that you are applying for! In addition, make sure that you have all documentation already scanned before getting to the “ATTACHMENTS” section. If you do decide to “SAVE PROGRESS”, all documents that were uploaded will be deleted.

Attachments ⓘ

0 ^

You must add the following files to your submission.

ⓘ Pending

Document Type 'Government ID or Driver's License' is required for General License.

Add

ⓘ Pending

Document Type 'Applicant & Premises Owner Affidavit' is required for General License.

Add

ⓘ Pending

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

Add

ⓘ Pending

Document Type 'HOME Occupation Supplemental' is required for General License.

Add

ⓘ Pending

Document Type 'Business Registration Affidavit' is required for General License.

Add

ⓘ Pending

Document Type 'State Corporation Papers' is required for General License.

Add

ⓘ Pending

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

Add

24 of 24

Item not Col

to increase a

STEP 12: You will now select "SAVE AND CONTINUE" and proceed to "REVIEW". Once you have reviewed all the information, you can hit "SUBMIT". If the application is accepted, you will receive a seven-digit business license number, i.e. 1234567