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) displayed under 'My Projects'.**

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

***Please contact PlanITHelp@dekalbcountyga.gov for account assistance. ***

2. **After locating the license account, select "view details" OR the license number.**

3. **After locating the license account, the blue tab should be highlighted on 'renew'**

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 ⓘ	Status ⓘ	Current Milestone ⓘ
12/02/2020	Active	Awaiting Renewal Updates

✓ Submit › ✓ Fees › ✓ Review › ✓ Issued › ✓ Renew › Fees › Review › Renewed

Information ⓘ   Edit ⌄

*** If the license account does not have "renew" in blue,

you will need to contact: PlanITHelp@dekalbcountyga.gov

****

4. **Select the "Edit" link and the drop-down icon on the right 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 ✏ Edit

Annual Renewal Receipt Info Section:

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

*** The 'Work Authorization Fed ID' is your e-verify number. If not applicable, please put 1 OR 123456 to bypass ***

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 ⓘ   **Estimated Number of Employees for Current Year** * ⓘ

2023

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 * ⓘ   **Work Authorization Fed Id** *

📅 MM/DD/YYYY   🕐 h:mm A

5. **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:

*** PLEASE NOTE THAT THE PORTAL WILL LOOK LIKE SUCH ***:

Attachments ⓘ		Download All Attachments	12 ^
Attach all required files here.			
❗ Pending	Document Type 'Private Employer Affidavit' is required for General License.		Add
❗ Pending	Document Type 'No Change Affidavit' is required for General License.		Add
❗ Pending	Document Type 'SAVE Affidavit' is required for General License.		Add
Add any other files here.			Add

HOWEVER, THE APPLICANT IS REQUIRED TO UPLOAD ALL DOCUMENTS:

- Renewal Application (current year)
- Tax Return (two years prior current year or multiple if multiyear application)
- No Change Affidavit
- Secretary of State (current year – if applicable)
- Government issued identification (applicant)
- Private Employer Affidavit
- SAVE Affidavit
- Letter of Entertainment (if applicable)

6. **Once all documents have been uploaded the page will refresh, please return to 'My Dashboard' next. The screen should look like the following, *** it is imperative that your 'current milestone' is 'PreRenewal' this indicates that the information has successfully uploaded *****

Commented [BNJ1]:

View Details	Fees	Status			
General Business License Application	Paid	Active 1 Pending Task	Current Milestone PreRenewal	Added Date 02/28/2020	
BUSINESS NAME					
BUSINESS ADDRESS					
📁 123					

Basic Application Requirements

- 2024 Renewal Application
- 2022 Tax Return
- No Change Affidavit
- 2024 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)

E-permitting customer portal:

Home - CIVICS (dekalbcountyga.gov)