

December 18, 2018

IMPORTANT RENEWAL INFORMATION

Dear Licensee:

Enclosed is your Business Occupational Tax Certificate Renewal Application form(s) for 2019. DeKalb County Code Section 15-32 requires licensees to submit the renewal application and payment of the license fees by April 15, 2019 for the 2019 year. **Renewal applications and payment for the 2019 license fees** must be received in our office before 4:00 p.m. EST time or postmarked by the Postal Service **no later than April 15, 2019** to avoid assessment of a ten percent (10%) late penalty payment and interest charges of one percent (1%).

Pursuant of DeKalb County Code Section 15-39 *“Any business subject to state or local permits, licenses, certificates, qualifications, and other regulatory requirements, including but not limited to health permits, bonds, certificates of qualification, certificates of competency, alcohol licenses, building permits, and certificates of occupancy, must show evidence of such license, permit, certificate, or qualification prior to the issuance of a county business occupation tax certificate.”* Renewal application received without evidence of qualification when applicable will be considered incomplete which could cause a delay in the renewal process.

NEW: Pursuant of DeKalb County Code Section 15-29 (b) the Business License office now requires *“applicants must provide previous year’s tax returns showing gross receipts of the business from the date of commencement until the end of the calendar year.”*

REQUIREMENTS: The following documentation are required to process your 2019 Business Occupational Tax Certificate;

1. Renewal Request For information – 2019 (Enclosed)
2. Affidavit Verifying Status For County Public Benefit (SAVE) (Enclosed)
3. Copy of Licensee’s secure & verifiable document (Driver’s License)
4. No Change Affidavit (Enclosed)
5. Evidence of State Registration (if applicable)
6. Evidence of Qualification (if applicable)
7. Previous Year Tax Return

Failure to fully complete and submit all required documentation will delay processing of your renewal. Any incomplete application(s) will be mailed back to the business operator to be fully completed.

REMINDER: Please be reminded that a Business Occupational Tax Certificate is not transferable, and a transfer of ownership shall be considered in the same light as the termination of the business and the establishment of a new business as stated by Code Section 15-38.

If you have any questions concerning the renewal procedures, please contact DeKalb County’s Business License Division at (404) 371-2461

Sincerely,

Oneil Pusey
Business License Manager