

# ZONING CERTIFICATION

'know before you do'

Please see the checklist below for instructions on how to submit a zoning certification request. Supporting documents must be mailed or hand-delivered; payment online is not available. Upon receiving your request, a letter will be emailed to the requestor in ten (10) business days.

## Auto Broker/Auto Dealer Requirements

A letter that requests official certification of a property's zoning classification. The letter must include:

- the requestor's contact information (email address, phone number, etc.)
- to whom the letter should be addressed to
- address of the subject property
- the full parcel identification number of the subject property (also known as the tax ID number, which can be obtained from the DeKalb County Tax Commissioner's website; go to <https://dklbweb.dekalbga.org/taxcommissioner/index.asp> then click on Property Tax.
- current Rental Agreement or Proof of Ownership of property.

## Zoning Certification Requirements

A letter that requests official certification of a property's zoning classification. The letter must include:

- the requestor's contact information (email address, phone number, etc.)
- to whom the letter should be addressed to
- address of the subject property
- the full parcel identification number of the subject property (also known as the tax ID number, which can be obtained from the DeKalb County Tax Commissioner's website; go to <https://dklbweb.dekalbga.org/taxcommissioner/index.asp> then click on Property Tax.
- Survey and Legal Description; on 8½ x 11 paper; PLEASE DO NOT SEND OVERSIZED PAPER



**\$30**

PER ADDRESS  
MONEY ORDER  
OR CHECK



### ▶▶ QUESTIONS / CONCERNS

DeKalb County Government  
Planning & Sustainability Department  
Zoning Certification Request  
178 Sams Street, 3rd Floor  
Decatur, GA 30030  
ATTN: DEBORA WELLS  
470.650.9475  
[dmwells@dekalbcountyga.gov](mailto:dmwells@dekalbcountyga.gov)

**DO NOT SUBMIT DOCUMENTS BY EMAIL**