

2025 DEKALB COUNTY ALCOHOL LICENSE AND BUSINESS RENEWAL NOTICE AND APPLICATION INSTRUCTIONS

The DeKalb County renewal period will commence October 1st, 2024 and ends December 31, 2024

This renewal period is for businesses that maintain an alcohol license only

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

REQUIRED DOCUMENTS

- 2025 Business-Alcohol application
- Government-Issued Photo ID
- 2023 Tax Return
- No Change Affidavit
- 2025 Secretary of State Certificate of Organization
- Private Employer Affidavit
- SAVE Affidavit
- Video Surveillance Certificate (VSS)-Convenience Stores/Hotels/Motels

HOW TO RENEW

- Log into [Home - CIVICS \(dekalbcountyga.gov\)](#) (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>



DEPARTMENT OF PLANNING & SUSTAINABILITY

**2025 DEKALB COUNTY ALCOHOL LICENSE AND BUSINESS RENEWAL
NOTICE AND APPLICATION INSTRUCTIONS**

For questions, concerns or inquiries, please email 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

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.

DeKalb County Alcohol License	Annual license fee	
DeKalb County Alcohol License -Sunday Sales	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.	
DeKalb County Business and Occupational Tax	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.	
Payment Due Date	Business and Occupational Tax December 31, 2024	Alcohol License Fee November 30, 2024
Penalty Due Date (10%)	Received after December 31, 2024	Postmarked or received after November 30, 2024
Interest Due Date (1% per month)	Postmarked or received After December 31, 2024	Postmarked or received After November 30, 2024
Late Filing Penalty	Postmarked or received after	
	Due Dates	Amount
	February 1, 2025	\$100.00
	March 1, 2025	\$300.00
	April 1, 2025	\$600.00
	NO LATE FEES WILL BE WAIVED	

**2025 DEKALB COUNTY ALCOHOL LICENSE AND BUSINESS RENEWAL
NOTICE AND APPLICATION INSTRUCTIONS**

<p>Required Documents</p>	<ul style="list-style-type: none"> ▪ Evidence of State Registration (i.e. Dept. of Agriculture, Dept. of Health, etc.) ▪ 2025 Secretary of State documentation for Corporations, LLC's, etc. ▪ 2023 Federal Tax Return or Letter from Accounting Firm ▪ No Change Affidavit ▪ Letter of Entertainment (LOE) (if applicable) ▪ 2025 Alcohol License and Business Occupational Tax Renewal Application ▪ Copy of Licensee's secure & verifiable document (Government Issued Identification) ▪ Current Excise Account (if applicable) 	
<p>How to Submit for Local Alcohol License:</p>	<ul style="list-style-type: none"> • Log into Home - CIVICS (dekalbcountyga.gov) • Access your dashboard and select the BUSINESS account you would like to renew-do not select the associated alcohol license account • Complete requested information • Upload application and required documents • Save and Submit 	<p><u>DO NOT MAIL APPLICATIONS</u></p>
<p>Video Surveillance:</p>	<ul style="list-style-type: none"> • Hotel/Motel Email: ceflood@dekalbcountyga.gov • Convenience Stores- Code Enforcement Phone: 404.687.3700 Email: codeenforce@dekalbcountyga.gov 	<p>Please see the point of contacts for VSS certificates. VSS certificates are not issued by the business license office.</p>

DEPARTMENT OF PLANNING & SUSTAINABILITY

BUSINESS OCCUPATION TAX			
1. GEORGIA GROSS RECEIPTS (2025 ESTIMATE)			
2. <input type="checkbox"/> EMPLOYEE FEE <input type="checkbox"/> PROFESSIONALS ELECTION * (At least one, include owner/operator) * E-Verify #required for 10 or More Employees	Number of Employees or Professionals: _____		
2023 GROSS RECEIPT	<u>Gross Receipts-Actual 2023</u>	<u>Gross Receipts-Estimated 2023</u>	
2023 EMPLOYEES/ PROFESSIONALS ELECTION*	<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> PROFESSIONAL	ACTUAL # OF EMPLOYEES-2023	ESTIMATED # OF EMPLOYEES-2023
ACCEPTANCE AND ACKNOWLEDGEMENT			
I certify that the 2023 ACTUAL figures are true and correct, and the 2025 ESTIMATE for this year is a good faith estimate or last year's actual.	Print Owner's /Authorized Agent Full Name: _____	Signature: Date: _____	

Please contact our office if there are any changes in your primary line of business or physical address

Please submit all required and supporting documents to prevent any delay in the processing of your application

ACCEPTANCE AND ACKNOWLEDGEMENT

- **Alcohol Renewal Application:** are due by November 30 for the next calendar year. Renewal application postmarked after November 30 will be charged a ten (10) percent late payment penalty and interest charges of one (1) percent. License will be revoked if not received by Dec 31 and will have to be reapplied for.
- **Licensee:** must always be a person and the licensee on file with our office must sign the renewal form. Do not complete this renewal form if you are planning any changes. Please contact our office for additional information.
- **Arrest Record:** Has the licensee, registered agent, partner or any other person having any financial interest in this business been arrested, indicted or convicted for an offense by any City, County, state, Federal Officer or any Governmental Authority within the last twelve (12) months? Yes No. If yes, please give full details:

- **Sunday Sales:** I certify that I have a working knowledge of the books and records of the above establishment and to the best of my knowledge that these figures are true and correct. I hereby affirm in accordance with DeKalb County Ordinances 4-128; 4-149; and 4-164 that at least 60% of this establishment's food and beverage service for the last 12 months (365 days) is derived from the sales of food and food products. I further affirm that DeKalb County may request an audit, at any time, at the licensee's expense to verify these figures. I acknowledge Sunday Sales are only authorized from 11:30 noon Sunday until 2:30 a.m. Monday Morning.

I, hereby certify that said applicant and licensee signed this renewal application for after stating to me personal knowledge and understanding that all statements and answers made herein are complete, correct and true

ON THIS THE _____ DAY OF _____, 20_____.

NOTARY PUBLIC

My Commission Expires: _____

I, do solemnly swear subject to criminal penalties that the statement and answers made by me to the foregoing questions in this renewal application are true and correct and no false or fraudulent information, statements or answers are made to procure granting of the County Privilege License on

THIS THE _____ DAY OF _____, 20_____.

Print Licensee Name

Licensee Signature

BUSINESS LICENSE RENEWAL AFFIDAVIT – 20_____

The undersigned, _____, being duly sworn, says the following:
(Licensee)

1. Have there been changes of ownership of the establishment? Yes No If yes, please explain

2. There have been no changes in any information and data contained in and furnished with my original DeKalb County Business Registration application.
3. In the past year, have you been convicted of or pleaded nolo contendere to a violation of any federal, state, or county law concerning crime of moral turpitude, misdemeanor, or violation of this Code directly relates to the business for which the certificate is sought? If yes, please explain the violation and provide the date of adjudication and the court of adjudication:

4. I am familiar with all laws, rules and regulations of the State of Georgia and all ordinances of DeKalb County covering the operation of the business establishment I will operate under this renewal.

I swear that all the information contained in the original application is true and I understand that such application is made a part of this renewal application and the renewal is based upon the information contained in the original application. DeKalb County sec. 15-45(a). A license issued pursuant to the provisions of this division shall be denied, suspended or revoked by the director if the licensee furnishes fraudulent or untruthful information in the original, renewal or transfer application for a license or omits information required in the original, renewal or transfer application for a license and for failure to pay all fees, taxes or other charges imposed under the provisions of this chapter.

Sworn to and subscribed to before me

Licensee's Signature

this _____ day of _____, 20____.

Notary Public

My commission expires:
(SEAL)

BUSINESS NAME _____ LICENSE #/OCCUPATION TAX # _____
NUMBER OF EMPLOYEES (COMPANY-WIDE) _____

PRIVATE EMPLOYER AFFIDAVIT PURSUANT TO O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

SECTION 1. Please check only one:

(A) On January 1st of the below-signed year, the individual, firm, or corporation employed **more than ten (10)** employees¹

*** If you select Section 1(A), please fill out Section 2 and then execute below.

(B) On January 1st of the below-signed year, the individual, firm, or corporation employed **ten (10) or fewer** employees.

*** If you select Section 1(B), please **skip** Section 2 and execute Section 3 below.

SECTION 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization User Identification Number

Date of Authorization

SECTION 3.

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, _____, 20____ in _____(city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20____.

NOTARY PUBLIC
My Commission Expires: _____

¹Sec. 15-27 Employee means an individual whose work is performed under the direction and supervision of the employer and whose employer withholds FICA, federal income tax, or state income tax from such individual's compensation or whose employer issues to such individual for purposes of documenting compensation a form I.R.S. W-2 but not a form I.R.S. 1099.

BUSINESS LICENSE RENEWAL AFFIDAVIT - 20_____

The undersigned, _____, being duly sworn, says the following:
(Licensee)

1. Have there been changes of ownership of the establishment? Yes No If yes, please explain

2. There have been no changes in any information and data contained in and furnished with my original DeKalb County Business Registration application.
3. In the past year, have you been convicted of or pleaded nolo contendere to a violation of any federal, state, or county law concerning crime of moral turpitude, misdemeanor, or violation of this Code directly relates to the business for which the certificate is sought? If yes, please explain the violation and provide the date of adjudication and the court of adjudication:

4. I am familiar with all laws, rules and regulations of the State of Georgia and all ordinances of DeKalb County covering the operation of the business establishment I will operate under this renewal.

I swear that all the information contained in the original application is true and I understand that such application is made a part of this renewal application and the renewal is based upon the information contained in the original application. DeKalb County sec. 15-45(a). A license issued pursuant to the provisions of this division shall be denied, suspended or revoked by the director if the licensee furnishes fraudulent or untruthful information in the original, renewal or transfer application for a license or omits information required in the original, renewal or transfer application for a license and for failure to pay all fees, taxes or other charges imposed under the provisions of this chapter.

Sworn to and subscribed to before me

Licensee's Signature

this _____ day of _____, 20____.

Notary Public

My commission expires: (SEA

Chief Executive Officer
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Interim Director
Cedric Hudson

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.

- All renewals must submit a new, completed LOE (see attached) for the 2025 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.
- 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 2024 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.
- Submit LOEs and any supporting documentation to 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 October 13, 2024** to ensure that your alcohol license and/or business license applications are reviewed in a timely manner.

If you have any questions or concerns about the LOE review process, you may contact the DeKalb County Planning & Sustainability Department via email at DeKalbLOE@dekalbcountyga.gov or call 404-371-2155 option 3.

Sincerely, Lexi Morgan, Business License Manager

cc: Cedric Hudson, Interim Director

Brandon White, Planning Manager

LETTER OF ENTERTAINMENT

READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM

1. Both the tenant and property owner are required to sign the form.
2. All signatures must be original.
3. Both signatures must be individually notarized (two seals, two stamps, etc.).
4. *Agents (holding companies, property managers, attorneys, etc.) signer for property owner must attach any and all documentation necessary to prove they have authorization to act on behalf of the owner. Failure to provide such information **will delay** approval of all permits and licenses necessary to open this business.

Current Name of Business: _____

Previous Name of Business (if name has changed in past twelve (12) months): _____

Address of Business: _____ **Suite #** _____

Business Contact Name & Number: _____

Date: _____

EACH OF THE FOLLOWING QUESTIONS MUST BE ANSWERED COMPLETELY:	
1.	Is this Letter of Entertainment for a <input type="checkbox"/> New Establishment OR <input type="checkbox"/> Renewal of Existing Establishment?
2.	Is this establishment a Restaurant <u>OR</u> a Freestanding bar? (Check Only One) <input type="checkbox"/> <i>Restaurant: An establishment where food and drink are prepared, served, and consumed primarily within the principal building.</i> <input type="checkbox"/> <i>Freestanding Bar: An establishment that is devoted to the serving of alcoholic beverages for consumption by guests on the premises and which derives at least fifty (50) percent of its total annual gross food and beverage sales from the sale of beverages, including but not limited to taverns, nightclubs, cocktail lounges, and cabaret.</i> Note: Sunday Sales are Prohibited for Establishments which are classified as a Freestanding Bar.
3.	Is this establishment permitted to sell alcohol on Sunday? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Licensed establishments deriving a minimum of sixty (60) percent of their total annual gross food and beverage sales from the sale of prepared meals or food are authorized to apply for a Sunday sales permit to sell and serve distilled spirits by the drink from 12:30 pm Sundays. Note: Sunday Sales are allowed only for Establishments which are classified as Restaurants</i>
4.	Is this establishment open after 12:30 am? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Late Night Establishment: Any establishment licensed to dispense alcoholic beverages for consumption on premises where such establishment is open for use by patrons beyond 12:30 a.m.</i>
5.	Does this establishment include a patio or deck? <input type="checkbox"/> Yes <input type="checkbox"/> No
6a.	Does this establishment sell tobacco products, allow smoking, or otherwise allow consumption of tobacco products on the premises including, but not limited to Hookah Services? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, e- cigarette, oral smoking device, or pipe, or any other lighted or heated tobacco intended for inhalation, in any manner or in any form.</i>
6b.	Do you have the required mechanical ventilation permit? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Note: Onsite Tobacco Is Prohibited without a Ventilation Permit. Please refer to DeKalb County Clean Indoor Air Ordinance-File No. 52-1548</i>
7.	Is this establishment a nightclub with dancing and musical entertainment? <i>Nightclub: A commercial establishment dispensing alcoholic beverages for consumption on the premises and in which dancing and musical entertainment is allowed.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Is this an “<u>Adult Entertainment</u>” establishment as defined by the DeKalb County Zoning and Adult Entertainment licensing and alcohol beverage ordinances? <input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Has a <u>Special Land Use Permit (SLUP)</u> been approved for this establishment? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>A Special Land Use Permit is granted by the Board of Commissioners under Section 27-7.4.</i> If yes; please provide Case Number _____

Operation hours cannot exceed the time permitted by the Alcohol Licensing Ordinance in Chapter 4 of the DeKalb County Code. Rev. 4/5/23

Letter of Entertainment

I, THE UNDERSIGNED, DO HEREBY SWEAR OR AFFIRM, UNDER PENALTY OF PERJURY, THAT I HAVE ANSWERED THE ABOVE QUESTIONS AND STATEMENTS TRUTHFULLY AND ACCURATELY AND I UNDERSTAND THAT THE BUILDING PERMIT(S) AND CERTIFICATE(S) OF OCCUPANCY ISSUED IN RELATION TO THIS "ENTERTAINMENT STATEMENT" ARE CONDITIONED ON THE ANSWERS TO THE ABOVE QUESTIONS AND STATEMENTS.

I, THE UNDERSIGNED, AFFIRM THAT THE BUSINESS OPERATING NAME IS THE SAME AS THE NAME REFERENCED ON ALL COUNTY APPLICATIONS.

I ALSO UNDERSTAND THAT SHOULD I, IN THE FUTURE, OFFER ANY USE NOT EXPRESSLY PERMITTED BY THE DEKALB COUNTY CODE OR STATE LAW AND/ OR CHANGE THE USE OF THE ESTABLISHMENT FROM THE APPROVED PERMITTED USE, THAT MY CERTIFICATE OF OCCUPANCY SHALL BE IMMEDIATELY NULL AND VOID.

Sworn to and subscribed before this

_____ day of _____ 20 _____

Notary Public

Sworn to and subscribed before me

_____ day of _____ 20 _____

Notary Public

Sign _____
Tenant or Authorized Agent

(Print/Type name) _____

Sign _____
Property Owner or Authorized Agent

(Print/Type name) _____

Letter of Entertainment

TO BE COMPLETED BY PLANNING & SUSTAINABILITY DEPARTMENT STAFF AFTER REVIEW OF LETTER OF ENTERTAINMENT AND SUPPORTING DOCUMENTATION

Alcohol Serving Establishments Within 1,500 feet of residentially zoned property

License Review Type	Approved	Denied	Not Applicable
New License close at 12:30 am			
New License – Nightclub- SLUP granted			
New License- Late Night – SLUP granted			
Renewal License close at 12:30 am			
Renewal License –Late Night- No SLUP Required (grandfather documents submitted/validated)			
Renewal License -Nightclub- No SLUP Required (grandfather documents submitted/validated)			

Alcohol Serving Establishments Beyond 1,500 feet of residentially zoned property

License Review Type	Approved	Denied	Not Applicable
New License close at 12:30 am			
New License – Nightclub			
New License – Late Night			
Renewal License close at 12:30 am			
Renewal License – Nightclub			
Renewal License – Late Night			

This _____ day of _____, 20____ I have reviewed this letter of entertainment application and have taken the actions set forth above.

(Sign Name)

(Print Name)

(Title)