

## Occupational Tax Certificate Application

If you are a new business in the City of Dunwoody you are required to have a current occupational tax certificate in order to conduct business within city limits. Below are some items we recommend each new business should look into to ensure your business is in compliance with City Ordinances.

**Step 1:** Before signing a lease we recommend that you make sure your business location is in the proper zoning district for your type of business. Please contact the Zoning Department with your business address and dominant business activity to the Zoning Department for confirmation at [Allegra.DeNooyer@dunwoodyga.gov](mailto:Allegra.DeNooyer@dunwoodyga.gov). This will help reduce applications denied due to improper zoning.

**Step 2:** If you are not a home-based business, we recommend that you verify whether or not your business will need a Certificate of Occupancy from the Community Development Department. They can be reached by calling 678.382.6800.

**Step 3:** Complete and submit all required forms and documentation to the Finance Department to obtain your Occupational Tax Certificate. Please review the Occupational Tax Frequently Asked Questions to determine if additional documentation is required for your business. All forms and documents are on our website at [www.dunwoodyga.gov](http://www.dunwoodyga.gov) under the Business section. To acquire an occupational tax certificate please follow the instructions below. The items listed below are needed for a complete occupational tax certificate application. If you have any questions please contact us at [Business.tax@dunwoodyga.gov](mailto:Business.tax@dunwoodyga.gov).

### **Required for all applicants:**

- ❑ **New Occupational Tax Certificate Application**
  - Must be completed, signed and notarized
- ❑ **SAVE Affidavit Form with appropriate identification**
  - #1 U.S. Citizens: Passport, Driver's License, or Military ID
  - #2 Legal Permanent Residents: Driver's License and either Permanent Resident Card or Employment Authorization Card
- ❑ **E-Verify Affidavit**
- ❑ **Copy of applicant's identification**
  - Either a valid/current Passport, Driver's License or Military ID
- ❑ **Payment for the correct fee amount**
  - Checks made payable to City of Dunwoody
  - Check, Cash, Money Orders, Visa and Master Card

### **Optional depending on business location:**

- ✓ **OTC Inspection - \$200.00 fee**
  - Contact Community Development at 678.382.6800

### **Optional depending on business type:**

- ✓ **Home Occupational Supplemental Form**
  - Required for all home-based businesses
- ✓ **Home Occupational Supplemental Form – Type B**
  - Required for home-based businesses that will have employees and customers at the residence
  - Additional Permits will be required by the Zoning Department
- ✓ **Copy of the first page of the Certificate of Incorporation**
  - Only needed if business is a Corporation or LLC
- ✓ **Copy of Professional State License**
  - Only if applicable: Attorney's, Physicians, CPA's, Engineering, Architects, Surveyors, Cosmetology, etc.
- ✓ **Copy of health inspection report with the grade and/or fire inspection report**
  - Restaurants Only
- ✓ **Copy of FOG (Fats, Oils, Greases) Compliance Inspection from DeKalb County Dept. of Watershed**
  - Restaurants Only
- ✓ **Additional Requirements for Pain Management Clinics Form**
- ✓ **Additional Supplemental Form for Food Trucks**



## Occupational Tax Certificate Application

Out of Town Contractor:  Yes  No

License#: \_\_\_\_\_

(Please use physical job site address for address location)

**\*\*The issuance of an occupational tax certificate does not exempt you from complying with all zoning, building, and development code regulations of the City of Dunwoody.\*\***

Business Information	Business Name:		DBA Name:		
	Dominant Business Activity:			NAICS Code:	
	Address/Location:			Telephone Number:	
	Bill To/Mailing Address:				
	City:		State:		Zip:
	Ownership Type: <input type="checkbox"/> Association <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Single Owner <input type="checkbox"/> LLC				
	Applicant's Name:			Owner/Agent's Name:	
	Owner/Agent's Address:				
	City:		State/Zip:		Email:
	Contact Information	<b>***Applicant must provide copy of valid Georgia driver's license or other governmental issued photographic identification with application (Passport, Military ID, or Georgia driver's license).</b>			
Will this be based out of your home? (yes/no) ***If "yes" you must attach a "Home Based Supplemental Form" to this application.					
Will your business be an adult entertainment establishment (sexually oriented business) as defined by the Dunwoody City Code or does (will) it offer any form of adult entertainment? (yes/no)					
Has the owner, applicant, the stated business, or any legally or organizationally related entity had a business occupation tax certificate denied, suspended, or revoked within the past twelve (12) months? (yes/no) ***If yes, attach written explanation.					
<b>Georgia Open Records Act prohibits public viewing of gross receipts. The public may view other information on this form.</b>					
20__ Projected Actual Dunwoody and Georgia Gross Receipts \$ _____ -\$20,000 X _____ \$ _____					
Employee Fee (at least one, includes owner/operator) # _____ X _____ \$ _____					
Base Fee of \$125.00. (except for professionals paying optional \$400) <span style="float: right;">\$125.00</span>					
<b>Total Amount Due or Professional Option.</b> (\$400 per practitioner only if allowed by O.C.G.A.) <span style="float: right;">\$ _____</span>					
<b>***Make check payable to the City of Dunwoody. Please mail to 4800 Ashford Dunwoody RD, Dunwoody, GA 30338**</b>					

This application must be executed under oath and notarized. I, \_\_\_\_\_, do solemnly swear that the information on this application is true, correct to the best of the applicant's knowledge, training, and ability, and that no false or misleading statement is made herein to obtain a business occupation tax certificate. I understand that if I provide false or misleading information in this application I may be subject to criminal prosecution and/or immediate revocation of my business occupation tax certificate issued as a result of this application. I understand that I must comply with all city ordinances and regulations. I hereby agree to provide clearance(s) and/or inspection report(s) required prior to issuance of a business occupation tax certificate. All tax certificates expire December 31<sup>st</sup> and must be renewed annually.

Signature \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Notary Public Signature/Seal \_\_\_\_\_

<b>OFFICE USE ONLY:</b> Class ___ Type _____ H.O.P. _____ District _____ Lot _____ Block _____ Parcel _____									
<b>Zoning:</b> Approved by _____		Denied by _____		Date _____		Denial Reason _____			
<b>Building:</b> Approved by _____		Denied by _____		Date _____		Denial Reason _____			
<b>Pending Items:</b> C.O. ___ Fire ___ Health ___		Sanitation Service ___		State License ___		Insurance ___		Police ___ Other ___	
<b>Business License Items:</b> Primary ID# _____			Owner's ID# _____			Bill to ID# _____			