

Occupational Tax Certificate Checklist

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 email your business address and dominant business activity to the Zoning Department for confirmation at Allegra.DeNooyer@dunwoodyga.gov. This will help reduce applications denied due to improper zoning.

Step 2: If your business is not a home-based business, we recommend that you contact our Community Department at 678-382-8600 to verify whether or not your business will need a (CO) Certificate of Occupancy.

Step 3: The items listed below are required to register your Business License. Please complete and submit all required forms and documentation to the Finance Department to obtain your Occupational Tax Certificate. Please review the Occupational Tax Certificate General Information and Frequently Asked Questions to determine if additional documentation is required for your business. To acquire an occupational tax certificate please follow the instructions below.

Required for all applicants: Commercial or Residential Businesses

- ✓ **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 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
- ✓ **Type of payments accepted.**
 - Visa / Master cards, cash or money order and checks made payable to City of Dunwoody

Occupational Tax Certificate Inspection:

- ✓ **OTC Inspection- Fee \$200.00 for commercial businesses only**
 - Contact Community Development 678.382.6800

Home Occupational Supplemental forms:

- Home-based business form is required for all businesses based out of your home.
- Type B home-based businesses is required, if customers will be going to your 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.

Restaurants Only- From Dekalb County:

- Copy of Health Inspection Report with the grade and/ or fire inspection report
- Copy of FOG (Fats,, Oils, Grease) Compliance Inspection

Other Licenses & Permit/ Applications- Visit our website.

Escort Services Regulatory Permit	Pain Management Clinics
Food Truck Form	Secondhand Dealers Permit
Massage & Spa Application	Solicitor Permit
Massage Work Permit	Taxi Cabs/ Vehicle for Hire Packet