



Occupational Tax Certificate Checklist TO REGISTER A COMMERCIAL BUSINESS

THE FOLLOWING INFORMATION APPLIES TO ALL NEW BUSINESS OWNERS,
CHANGES OF OWNERSHIP, AND BUSINESS RELOCATIONS.

Please read and follow-through with all steps prior to signing a lease/agreement of any kind.

STEP 1: The City Development Department requires all new applicants to complete and submit a **Zoning Verification Form** in order to review business type, business location zoning district and tenant renovations for City Code compliance. This form is available online at www.chambleega.gov (<http://www.chambleega.com/DocumentCenter/View/340>), Chamblee City Hall or the Chamblee Development Department: 3506 Broad Street, Chamblee, GA 30341. The completed form can be faxed back to 770-986-5014 or emailed to chambleedevdept@chambleega.gov. *Subject to approval or denial by the City of Chamblee Development Department.*

RENOVATIONS/CONSTRUCTION OF ANY KIND MUST BE REVIEWED, APPROVED & PERMITTED BY THE DEVELOPMENT DEPARTMENT

STEP 2: Life-Safety review, inspection and Certificate of Completion must be completed by the DeKalb County Fire Marshal's Office. Call 404-371-9256 to schedule and inspection and receive further instructions. *Processing fees apply.*

GENERAL BUSINESS INFORMATION:

- Business owners needing information regarding **Federal Tax Identification Numbers** are urged to contact the Internal Revenue Service at www.irs.gov.
- **Six digit 2012 North American Industry Classification System (NAICS) Code** can be found on your business, personal or sales tax filing. You can also find NAICS Codes on the US Census Bureau Website at: <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2012>.
- **The Business Profitability Class Schedule and Tax Rate** (updated in 2015) can be found on the city website at: <http://www.chambleega.com/DocumentCenter/View/379>.

BUSINESSES ENGAGING IN FOOD SERVICE, FOOD PREPARATION AND/OR CATERING:

- **Board of Health – Division of Environmental Health License and most recent approved inspection report is required.**
DeKalb County Board of Health – 445 Winn Way, Suite 320, Decatur, GA 30030; (404) 508-7900; <http://dekalbhealth.net/envhealth/>
- **F.O.G. (Fats, Oils, Grease) Certificate of Water Discharge permit is required.**
DeKalb County Department of Watershed – 4572 Memorial Drive, Decatur, GA 30030; (404) 687-7150

BUSINESSES ENGAGING IN WHOLESALE AND/OR RETAIL PACKAGED FOOD SALES:

- **Food Sales Establishment License is required.**
Georgia Department of Agriculture; Metro Atlanta Division – 16 Forrest Park Way, Building 2-1, Forrest Park, GA 30297; (404) 363-7646.
Food licenses applications can be found online at: <http://agr.georgia.gov/licenses.aspx>;
Application questions should be addressed by the Regulatory Division at (404) 656-3627

BUSINESSES ENGAGING IN RETAIL SALES OF ANY KIND

- **Applicants must apply for and obtain a State of Georgia Sales Tax Identification Number.**
Georgia Department of Revenue – 1800 Century Blvd, Atlanta, GA 30345; <https://gtc.dor.ga.gov>

BUSINESSES ENGAGING IN BANKING, MONEY TRANSFERS, AND/OR CHECK CASHING:

- **Money Transmitter/Check Casher Certificate is required.**
Georgia Department of Banking and Finance – 2990 Brandywine Rd, Suite 200, Atlanta, GA 30345; (770) 986-1633; <https://dbf.georgia.gov/>

FOR SALES OF ALCOHOLIC BEVERAGES:

- Contact Emmie Niethammer – City Clerk at (470) 395-2305 or eniethammer@chambleega.gov

FOR PROFESSIONAL LICENSING:

- Contact the Georgia Secretary of State at (678) 207-1300; www.sos.ga.gov

FOR BUSINESSES ENGAGING IN BODY CRAFTING:

- Contact the DeKalb County Board of Health – Division of Environmental Health (info listed above)

STEP 3: Fill out the attached Commercial Business Occupational Tax Certificate registration forms completely and attach copies of all required documentation applicable to your business type (as outlined above) including **A COPY OF A SIGNED, CURRENT LEASE** in the owner's name and submit all documents to the City of Chamblee – Occupational Tax Office: 5468 Peachtree Road, Chamblee, GA 30341. All copies must be presented at the time the application is filed with the City. Any missing, incomplete or false information or failure to present copies of documentation will delay approval of the application. Total tax and fees are due upon submittal. Cash, money orders, credit/debit cards (except American Express), business and personal checks are accepted. Occupational taxes are renewable each calendar year thereafter. Businesses that show proof of non-profit status are excepted from the fee requirement but still need to register.