Dunwoody
Smart people – Smart city

41 Perimeter Center East, Suite 250
Dunwoody, Georgia 30346
P (678) 382-6700 F (678) 382-6701
dunwoodyga.gov

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 Christie.Berkowitz@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 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. The items listed below are needed for a complete occupational tax certificate application:

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, Georgia Driver's License, or Military ID
  - #2 Legal Permanent Residents: Georgia 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, Georgia Driver's License or Military ID
- ✓ **Payment for the correct fee amount**
  - Checks made payable to City of Dunwoody

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**

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Other Regulated Businesses need the following documentation

If you wish to operate any of the following types of businesses, additional documentation may be required. All business types listed will require additional review, approval or a permit. Businesses are subject to review and approval by any or all of the following: Business Licensing, City Council, Fire Department, Police Department, Planning and Zoning. Certain business will also be required to submit to Law Department review.

Automobile Sales (1)	Bakery (2)
Amusement Games Arcade	Barber Shop (1)
Salon (1)	Burglar Alarm (1 & 3)
Butcher (2)	Catering (4)
Child Care (5)	Chiropractors (1)
Circus/Carnival (13)	Dances/Dance Hall
Firearms Dealer/Sales (3 & 6)	Doctor/Dentist (1)
Fortune Teller (3)	Heating & Air-Condition (1)
Hotel/Motel Business	Ice Cream Shops (4)
Limousines (9 & 10)	Massage Estab./Parlor (1 & 3)
Massage Therapist (1 & 3)	Non-Profit Business (11)
Pawn Broker/Shop (3)	Peddler/Door to Door Sales/Solicitor
Personal Care Home (4 & 5)	Pest Control (1)
Physical Therapy (1)	Plumbing Business (1)
Pools & Billiards Room	Precious Metals and Gems (3)
Private Patrol/Security Guards (1 & 3)	Produce Stand (2)
Real Estate Agents (1)	Restaurants/Night Club (4 & 14)
Seafood: Retail/Wholesale (2)	Specialized Contractors (1)
Taxi/Vehicle for Hire (3 & 10)	Welding Shop
Food Trucks (15)	

1. State License
2. Agriculture Department Letter
3. Police Background Clearance
4. Fire and/or Health Inspection
5. DHR State License
6. Federal Firearms License
7. Tourist Permit
8. PSC Registration
9. Regulatory Enforcement App.
10. Proof of Insurance
11. IRS 501C3 Letter
12. BOC Permit
13. Special Event Permit
14. FOG Compliance Inspection from DeKalb Watershed Dept.
15. DeKalb County Food Service Permit