

## Occupational Tax Certificate Checklist

If you are a new business in the City of Brookhaven 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 [@brookhaven.ga.gov](mailto:@brookhaven.ga.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 404.637.0500.

**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 Passport, Georgia Driver's License or Military ID
- ✓ **Payment for the correct fee amount**
  - Checks made payable to City of Brookhaven

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

- ✓ **Copy Lease Agreement or Deed**
- ✓ **Copy of Brookhaven (Occupancy) Fire Marshal Inspection Report**  
or
- ✓ **Certificate of Occupancy issued within the last year**
  - Go to <https://cityworks.brookhavenga.gov/ProjectPortal> to schedule an appointment for a fire inspection.

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

- ✓ **Home Occupational Supplemental Form**
  - Only needed if business will be operated from home
- ✓ **Copy of Lease for Residential**
  - If you do not own the home, you must turn in a lease agreement.
- ✓ **Copy of the first page of the Certificate of Incorporation/Organization**
  - 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**
  - Restaurant Only
- ✓ **Copy of FOG (Fats, Oils, Greases) Compliance Inspection from DeKalb County Dept.**

**of Watershed**

- Restaurants Only
- ✓ **Massage Regulatory Permit and Massage Work Permit**
  - For those establishments performing massage services pursuant to the Chapter 10 Ordinance
- ✓ **Additional Requirements for Pain Management Clinics Form**
- ✓ **Background Check Consent Form for Pain Management Clinics**
  - \$50 fee

**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)
Braiding 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

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