



2019 Occupational Tax Renewal Notice and Other Important Information

To Conduct Business in the City of Doraville a Current Occupational Tax Certificate is Required

Doraville, as does most cities in the State of Georgia, requires an **Occupational Tax Certificate**, commonly known as a “business license”, to conduct business within the city. It is the authorization to start a business and annually must be renewed.

Renewing Your Occupational Tax Certificate

The City strives to make it as easy as possible to renew the Occupational Tax Certificate, which is due no later than March 31st of each year. All businesses holding a City of Doraville Occupational Tax Certificate are required to annually renew their occupational tax status with the City. Businesses that have experienced a change in location, use, entity or ownership must complete a new Occupational Tax application.

- The City of Doraville requires those renewing their occupational tax status to verify their gross receipts for the previous calendar year. Renewal applications will not be accepted by the City before **January 1** of the renewal year.
- Renewals are due on or before **March 31** of each year.
- Late fees and penalties will be assessed after **April 1**, and delinquent business owners may be cited by the City of Doraville Code Enforcement.
- Businesses with grandfathered or conditional use zoning after six months of not operating or delinquent in renewing the OTC will lose their zoning exception and shall be required to submit a new application.

Individual, businesses or practitioners must provide a signed Occupational Tax Return attesting to the gross receipts and number of employees of such business or practitioner during the preceding calendar year. The number of employees reported on the return should be the number of employees employed in the business during the previous year, even if a particular employee did not start out and/or finish the calendar year as an employee of the business.

To renew an Occupational Tax Certificate, complete the *2019 Renewal Application for Occupational Tax Certificate*, and submit all required documentation as noted on the renewal application.

Occupational Tax Calculation

Your Occupational Tax calculation is based on your number of employees or gross receipts, whichever is higher. Alternatively, eligible applicants may opt to use the flat fee calculation. Renewal applications must be received in person at Doraville City Hall, 3725 Park Avenue, Doraville, GA 30340, or by mail. No personal checks are accepted. Cashier’s checks or money order should be made payable to “City of Doraville”. There is a \$4 credit card processing fee for those paying by credit card in person.

Businesses that will Terminate or Not Continue to Operate

If a business terminates or does not continue to operate during the year, the business is required to promptly notify the Doraville Business Services Division located in at Doraville City Hall and file a final return no later than March 31st of the following year.

For additional information concerning Occupational Tax Certificates please contact our Business Services Division at 770-451-8745.