


City of Lithonia Occupational Tax Certificate Checklist

If you are a business in the City of Lithonia, 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 business should look into to ensure your business is in compliance with City Ordinances.

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  mail your business address and a description of the primary business activity to the Zoning Department for confirmation at cityclerk@lithoniacity.org. This will help reduce applications denied due to improper zoning.

For home-based businesses, there are certain zoning rules and regulations governing the business location. 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 Lithonia at City Hall. Please call 770-482-8136, ext. 128.

Complete and submit all required forms/documentation and \$150 application fee to the Lithonia City Hall for review and approval (may take up to 15 business days) to obtain your Occupational Tax Certificate.

To obtain your Occupational Tax Certificate please follow the instructions below. The items listed below are needed to complete occupational tax certificate applications:

Required for all applicants:

- ✓ **New Occupational Tax Certificate Application**
 - Must be completed, signed and notarized (be sure to print clearly)
 - Lease Agreement or Purchase Agreement
- ✓ **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 or Private Employer Exemption Affidavit Pursuant to O.C.G.A§ 36-60-6(d)**
- ✓ **Copy of Applicant's Identification**
 - Either Passport, Georgia Driver's License or Military ID
- ✓ **Payment for the correct fee amount**
 - On-Line, Cash, Checks or Money Orders are acceptable forms of payment

Optional depending on business type:

Home Occupational Supplemental Form

Only needed if business will be operated from home

- ✓ **Copy of the first page of the Certificate of Incorporation**
 - Only needed if business is a Corporation or LLC (Includes non-profits)
- ✓ **Copy of Professional State License**
 - Only if applicable: Attorneys, Physicians, CAP'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 Department of Watershed Management**
 - Restaurants only



