



Design, Environment and  
Construction Division  
2635 Talley Street  
P.O. Box 220  
Decatur, Georgia 30031  
404-370-4104 • Fax: 404-378-5054  
http://www.decaturga.com

Office Use Only	
Certificate # _____	Approved by: _____
Occupancy Type _____	Occupant Load _____
Date: _____	No C.O. Required <input type="checkbox"/> Home Occupation <input type="checkbox"/>

## Application for Occupancy for Business Use

<b>Part 1. Business Location Information</b>		<b>Part 2. Property Owner Information</b>	
Name of Business (DBA) Occupying Space: _____		Name of Property Owner (landlord/management company): _____	
Business Street Address: _____		Property Owner Mailing Address: _____	
Owner Name: _____	Phone of Business: _____	Contact: _____	Property Owner's Phone _____
Email: _____			
<b>Part 3. Description of Business Activity</b>			
<b>A. Type of CO</b> <input type="checkbox"/> New Business in a New Building/Renovated Building <input type="checkbox"/> New Business in a Partially Renovated Building or Suite <input type="checkbox"/> New of Business – No Renovation or Construction Work <input type="checkbox"/> Business Name Change – No Renovation or Construction <input type="checkbox"/> Sublease Within an Existing Office Space (Stop - Complete Part 5) <input type="checkbox"/> If apartments how many buildings? _____ Total Units _____		<b>B. Business Information</b>  Hours of Operation _____ to _____ Total Number of Employees _____  Will hazardous or toxic chemicals such as, but not limited to, oxidizers, corrosive liquids, poisonous gases, radioactive, explosive, and organic materials be handled or stored on site? <input type="checkbox"/> Yes <input type="checkbox"/> No  Will flammable or combustible liquids be stored, used, mixed or dispensed at this location, other than for maintenance or for operation of equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Part 4. Description of Building Occupied by Business Activity</b>			
Area Occupied: _____ SF	Total Building Area: _____ SF	Fire Sprinklers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Previously Occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please describe the type of Business/ Activities the building or lease space will be used for (be specific): _____			
<p>I HEREBY CERTIFY THAT I AM THE BUSINESS OWNER OR AN AUTHORIZED AGENT OF THE BUSINESS OWNER AND HAVE THE BUSINESS OWNER'S CONSENT TO REPRESENT THE BUSINESS AND THE INFORMATION PROVIDED WITHIN THIS APPLICATION. I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT FALSIFIED INFORMATION MAY LEAD TO THE REVOCATION OF THE CERTIFICATION OF OCCUPANCY AND/OR OTHER REMEDIES AS MAY BE PROVIDED BY LAW.</p>			
Applicant Signature: _____		Date: _____	
<b>Part 5. Departmental Approvals for Obtaining a Business License.</b>			
<p>If you are a new business within the City of Decatur you are required to have a current business license in order to conduct business within the city limits. Make sure your business is located within Decatur's city limits, the zip code will typically be 30030, and please review the information on this sheet. The following signatures are required prior to applying for a business license. <b>Please return the completed form to the Revenue Division at Decatur City Hall, 509 N. McDonough St. Decatur, GA 30030.</b> If your business moves, has a name change, new ownership or management, you must complete a new occupational tax (business license) application, complete with departmental approvals, to ensure that your new location meets the requirements of city ordinances, and to provide current emergency contact for the City of Decatur Police and Fire departments. Note: your business location may require inspections by the Fire Department and/or the Building official for codes compliance</p>			
<b>Fire Department:</b> Ninetta Violante, 678-553-6580, <a href="mailto:Ninetta.violante@decaturga.com">Ninetta.violante@decaturga.com</a> Date: _____ By: _____ Comments: _____			
<b>Design Environment and Construction:</b> Mark Ethun, 678-553-6508, <a href="mailto:Mark.Ethun@decaturga.com">Mark.Ethun@decaturga.com</a> Date: _____ By: _____ Comments: _____			
<b>City Clerk (alcohol application only):</b> Janet Kindelberger, 678-553-6503, <a href="mailto:Janet.Kindelberger@decaturga.com">Janet.Kindelberger@decaturga.com</a> Date: _____ By: _____ Comments: _____			
<b>Additional Jurisdictional Approvals may be required for Food Service Establishments and Establishments Producing Fats Oils and Greases</b> DeKalb County Board of Health, 445 Winn Way, Suite 320 Decatur, GA 30030, (404)-508-7900, DeKalb County Watershed Management F.O.G. Compliance Program, Floor 3, 330 W. Ponce De Leon Ave. Decatur, GA 30030, (404)-687-7150			