Jurisdictional Approvals For Business Occupancy

If you are a new or existing business in the City of Decatur and you own, lease or sublease a commercial space or have a home based business, you are required to obtain jurisdictional approvals prior to starting your Business License application process. It is recommended that you verify your business address is located within the City Limits of Decatur by going to http://onemap.decaturga.com/CityofDecatur/ or calling 404-370-4104

## Step 1: Pick up your Application for Occupancy Forms

Application for Occupancy forms are available at the Permit Office in the Leveritt Public Works Building, 2635 Talley Street, Decatur, GA 30030. Hours: 9:00 a.m to 4:00 p.m., Monday thru Friday. Or go online to www.decaturga.com



# Step 2: Choose a path below to get Approval for Occupancy of your Business Location

New Building with A New Business

New/Change of Business With Renovation

New/Change of **Business** With No Renovation

New/Change of Business in Subleased space

Certificate of

occupancy

required? No

New Home Business

Certificate of occupancy required? No

All other Businesses that do not Occupy a Building in the City of Decatur

Certificate of occupancy required? Yes

Closeout Construction

The Contractor Completes Final Inspections (Building, Fire

The Contractor obtains a Certificate of Completion (C.O.C.)

from the Building Official.

\*\*Note: A C.O.C. does not permit building occupancy

**Owner Completes Application** 

Building/ Business Owner Completes Parts 1 through 4 of the

Application for Occupancy for Business Use and Returns the

Application to 2635 Talley Street, Decatur, GA 30030.

A copy of the current/approved Fire Department Inspection

Report and C.O.C is required when the application is submitted

Department, Engineering, Zoning, etc) on permitted work.

Certificate of occupancy required? Yes

Certificate of occupancy required? Yes

### **Owner Completes Application**

Building/ Business Owner Completes Parts 1 through 4 of the Application for Occupancy for Business Use and Returns the Application to 2635 Talley Street, Decatur, GA 30030

A copy of the current/approved Fire Department Inspection Report and C.O.C. is required when the application is submitted

### Owner Completes **Application**

Building/ Business Owner Completes Parts 1 through 4 of the Application for Occupancy for Business Use and Returns the Application to 2635 Talley Street, Decatur, GA 30030

#### **Approvals**

Building Owner/ **Business Owner** obtains required signatures in Part 5 of the Application for Occupancy for Business Use. Once all signatures are complete, Building/ **Business Owner** Proceeds to Step 3

## Owner Completes **Application**

Building/ Business Owner Completes the Application for Home-Based Business Occupancy and contacts the **Building Official** for review and Approval

## **Approvals**

**Building Official Approves** Application for Home-Based **Business** Occupancy. Building/Business Owner Proceeds to Step 3

Νо Jurisdictional **Approvals** Required

Proceed to the Revenue Division of City Hall to Begin your **Business License** Application Process

#### Certificate of Occupancy Inspection

The Building Official and/ or a Building Inspector will call the Building/Business Owner to schedule a Certificate of Occupancy Inspection. Upon completion, Building Owner/ Business Owner may be given a list of items to correct in order to achieve/ maintain code compliance. Once corrected, the Inspectors will re-inspect the premises for code compliance.

#### **Approvals**

Building Official Issues Certificate of Occupancy and signs Part 5 of the Application for Occupancy for Business Use Owner. Once all signatures are complete, Building/ Business Owner Proceeds to Step 3

Step 3: Take your Occupancy Approval Documents to the Revenue Division at Decatur City Hall, 509 N. McDonough St. Decatur, GA 30030 to Start your Business License Application Process