



Dear Business Owners

On January 4, 2024 Lithonia's Mayor and City Council voted to change and correct the Occupational Tax Certificate (Business License) administrative fee and processing procedures.

Effective immediately for the 2024 renewal period, the administrative fee is \$150 for all businesses. Your occupational tax certificate will be based on your estimated gross receipts for the year 2023, your NAICS code, and the number of employees you employed.

We are not currently requesting anything more than you have submitted in the past but for some business owners, you will see a change in the total costs of your renewals.

If you are uncertain about your NAICS code classification, please visit the website listed below.

<https://www.naics.com/search-naics-codes-by-industry/>

All occupational tax certificates will be reviewed and processed beginning January 10, 2024. We will be waiving all late fees until May 1, 2024. After May 1st, you will be fined a \$100 late fee and a 10% fee for each additional month you are late.

If you have any questions regarding the processing of occupational tax certificates, please call or email the City Clerk, Ashley Waters at 770.482.8136 or cityclerk@lithoniacity.org.

Thank you for understanding as we work to move Lithonia forward.