



## **MEMORANDUM**

**To:** Mayor and City Council

**From:** Steve Foote, AICP  
Community Development Director

**Date:** August 22, 2016

**Subject:** **Discussion: Initiation of Occupational Tax Certificate Inspections**

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### **BACKGROUND**

In the past these types of inspections were referred to as "life safety" inspections and were typically performed when a new business license or occupational tax certificate was requested. The original IGA between DeKalb County and the City of Dunwoody included a line item identified as "inspections for business licenses or change of occupancy" that were supposed to have been performed by the DeKalb County Fire Department. It appears that sometime between 2008 and 2014 these inspections were no longer performed.

Since 2014 there have been several instances where avoidable issues have been created because no inspections are being performed prior to the issuance of the Occupational Tax Certificate. The initiation of these inspections is designed to avoid enforcement issues after the license has been issued and to better ensure the public health and safety for employees and patrons.

Staff's intent is to re-initiate the inspection process contemplated in the 2008 IGA and to bring that responsibility in-house. By doing so, the City will be able to monitor and oversee the process, and perform inspections in a timely manner. This process is included in Article 10.6 Miscellaneous Provisions of the proposed IGA updates with DeKalb County and is identified as an item to be performed by the City of Dunwoody. A minor fee is will be recommended to pay for this service.

### **RECOMMENDATION**

No action at this time. Information only. Staff will bring action items to the City Council meeting on September 12, 2016 to formally implement the inspection process.