

Department of Planning & Community Development

Business License & Occupation Tax Division

@ City Hall

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January 1, 2025

To Whom It May Concern:

City of East Point Business Licenses are issued annually on a calendar year basis (January 1st through December 31st). Due to the structure of our Business License renewal process, it's impossible for our business clients to be issued an annual renewal by the December 31st expiration date. Our licensing process is based upon gross revenue generated during the prior tax year. The City extends a grace period of validity for the annual renewal business license expiration date to allow time for taxes to be calculated.

All business licenses issued by the City of East Point are valid through March 31st of the following year of issuance. For permitting, audit and contract purposes, please accept this **LETTER and the 2024 Business License** as valid until March 31, 2025. Should you have any additional questions regarding this matter, please don't hesitate to contact our office.

Tonya Miller
Business License Coordinator
City of East Point
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