

# Business License/ Registration/ Occupation Tax Certificate



Cobb County...Expect the Best!

## New Application Check-Off List

The Georgia Immigration Reform Act passed by the State Legislature and signed by the Governor, effective January 1, 2012, requires all applicants filing a new business application for a Cobb County Occupation Tax Certificate or Business License to provide the information/documents listed below.

THE COMPLETE PACKAGE must include the documentation below:

- Completed occupation tax certificate/business license Application form.
  - o The application **MUST be signed** by an owner or W-2 employee of the company.
  - o The two affidavits required below **MUST be signed** by the **same person who signs the application**.
  - o The secure and verifiable document **MUST also be that of the signer**.
- Note: All documents must have the same name/signature on them**
- Completed, signed, and notarized Private Employer Affidavit. Required even if no employees.
  - o The private employer affidavit is required by O. C. G. A. 36-60-6(d).
  - o Employers with 11 or more employees **MUST** register with and use E-Verify. For these applicants, the E-Verify number, also known as the Federal Work Authorization User Identification Number, must be provided on the affidavit. For more information on E-Verify and obtaining a Federal Work Authorization User Identification Number visit <http://www.uscis.gov>.

**Note: This is not your Federal Tax I.D. Number**

- Completed signed and notarized HB87 citizenship affidavit.
  - o The HB87 citizenship affidavit is required by Georgia Immigration Reform Act O.C.G.A. 50-36(1)(e)(2) more information about this can be found at <https://dca.ga.gov>
- One secure and verifiable document (i.e. a valid driver's license or passport)
  - o **MUST** be provided in person or electronically to [businesslicense@cobbcounty.org](mailto:businesslicense@cobbcounty.org).
- If not a U.S. citizen**, an I-551 or I766 is required
  - o **MUST** be provided in person or electronically to [businesslicense@cobbcounty.org](mailto:businesslicense@cobbcounty.org).

- N/A**  Obtain a Cobb County Certificate of Occupancy as required by State law and / or local ordinance for the commercial business address listed on the application.
- o Every new business, new tenant, or new building is required to have a Certificate of Occupancy. This certificate indicates that the building or tenant meets the minimum adopted building and fire codes.
  - o Please contact the Fire Marshall's Office at (770)528-8310 if you have any questions regarding a Certificate of Occupancy. This does NOT apply to residential businesses/customary home occupations.

**NOTE: This one section above asking for a COI does not apply to your salon, you can disregard**

GET YOUR FEE AMOUNT:

- E-mail the COMPLETE PACKAGE to [businesslicense@cobbcounty.org](mailto:businesslicense@cobbcounty.org). An email will be sent back to you giving you the fee for your Occupation Tax Certificate/Business License.

SUBMIT YOUR APPLICATION:

- Bring **all signed originals** of ALL documents **in the Complete Package** with the fee payment to our office at: **1150 Powder Springs Street, Suite 400 Marietta, GA 30064**, for processing.

WE ACCEPT THESE MAJOR CREDIT CARDS



**NOTE: THE U.S. POSTAL SERVICE DOES NOT DELIVER MAIL TO THIS ADDRESS**

Our office accepts checks payable to Cobb County Business License or debit and credit cards (VISA and MC ONLY)

TO EXPEDITE PROCESSING OF DOCUMENTS FOR REGISTRATION OF COMPANY VEHICLES:

- Have your LOCAL REPRESENTATIVE/EMPLOYEE BRING the signed originals of ALL the documents (the Complete Package), with the fee payment, to our physical address at:  
1150 Powder Springs Street, Suite 400  
Marietta, GA 30064, for processing.



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*If the Complete Package MUST BE MAILED to our office, the MAILING ADDRESS is:*  
Cobb County Business License  
P. O. Box 649, Marietta, GA 30061-0649.

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The Cobb County Business License Division **will not** confirm receipt of mail delivery.

If you must have receipt of mail delivery, please send the complete package via UPS, FEDEX or other courier service to:

Cobb County Business License Division  
1150 Powder Springs Street, Suite 400  
Marietta, Georgia 30064

Should you have further questions, please call 770-528-8410.