



# COBB COUNTY COMMUNITY DEVELOPMENT AGENCY BUSINESS LICENSE DIVISION

Ellisia Web  
Division Manager

Mailing Address: P.O. Box 649 Marietta, GA 30061 – 0649  
Physical Address: 1150 Powder Springs St., Suite 400, Marietta, GA 30064  
Phone: 770-528-8410

## Apply for a new **Alcoholic Beverage** License (Occupation Tax Certificate)

This document ***does not apply*** to Alcohol licenses.

1. New Applicants:
  - a. LLC or INC businesses must register with the Georgia Secretary of State and supply receipt or certificate with their application packet.
  - b. Sole Proprietor businesses may advance to step 2.
2. Verify the business will be located in Cobb County.
  - a. Mailing addresses are not always indicative of the jurisdiction where licenses should be obtained. Contact the specific city or the Cobb County Business License Office at 770-528-8410 for assistance in determining the jurisdiction where the license should be obtained.
3. Print or Pick up your application
  - a. Applications and Affidavits are available online at [www.cobbcounty.org/comdevforms](http://www.cobbcounty.org/comdevforms)
  - b. Applications and Affidavits may be picked up in-person at the Business License Office located at 1150 Powder Springs Street, Suite 400, Marietta, GA 30064
4. Complete the application and affidavits
  - a. The application and affidavits include:
    - Alcoholic Beverage License application
    - Citizenship affidavit
    - Employer affidavit
    - E-verify number (if applicable)
2. Schedule an Appointment
  - a. Appointments for new Alcoholic Beverage Licenses are required. Applications are accepted by appointment online. Call 770-528-2186 to schedule an appointment.

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3. Take the Application to Zoning. The Zoning division will verify if the business activity may be conducted at the designated address. The Zoning Division is located at 1150 Powder Springs St. Suite 400 in Marietta, GA.
4. Attend your Scheduled Appointment.
  - a. Applications are accepted by appointment only. All new applications must be submitted in-person at the Main Business License Office at 1150 Powder Springs Street, Suite 400 in Marietta, GA 30064.