



**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

Renew your Alcoholic Beverage Business License (Occupation Tax Certificate)

All Occupation Tax Certificates/Business Licenses expire on December 31st of every year. Renew online by January 30, by mail or in-person.

Add interest of 1.5% per month of the tax amount owed beginning February 1st. Add penalty of 10% of the tax amount owed if not paid by April 1st. The Occupation Tax is determined by annual gross receipts.

The Business License Division reserves the right to request any additional information or documentation.

1. Receive Renewal Form

- a. Renewal packets are sent to the address on file with the Business License Office.
- b. The Renewal packet must be completely filled out and signed by **licensee on file**.
- c. Required Forms include:
 - Renewal Form
 - Citizenship Affidavit
 - Must be notarized, free notaries in-person at the Business License Office located at 1150 Powder Springs Street, Suite 400 in Marietta
 - Private Employer Affidavit, one side (as applicable)
 - Must be notarized, free notaries in-person at the Business License Office located at 1150 Powder Springs Street, Suite 400 in Marietta
 - Copy of Signer's Secure and Verifiable Document
 - Copy of i551, Passport, etc. (if applicable)
 - Supporting documentation for annual gross receipts
 - Affidavit indicating actual food and alcohol sales for the past 12 months (For Sunday Sales Pouring Permits)
 - Additional Documents (if applicable)

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2. Payment Options

- a. Payment must be payable to Cobb County Business License Division. Certificate/License Number must be written on Check.
- b. Payment must be received via Certified Funds ONLY. No business checks, personal checks, cash or credit cards are accepted.

3. Submit Your Renewal

- a. By Mail: Completed renewal packets may be mailed to the Business License Office in the envelope provided to: P.O. Box 649 Marietta, GA 30061-0649
- b. In-Person: Forms and payment may be turned in in-person at:
 - Main Business License Office
1150 Powder Springs Street, Marietta 30064