



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 Business License (Occupation Tax Certificate)

1. New Applicants:
 - a. LLC or INC must first register with the GA Secretary of State and supply receipt or certificate with the new business application.
 - b. Sole Proprietors continue to step 2.
2. Print or pick up a new business application.
 - a. Applications are located online at www.cobbcounty.org/comdevforms and in-person at the Business License Office at 1150 Powder Springs Street, Suite 400, Marietta, GA 30064
3. Complete the Application Packet.
 - a. A full application packet includes:
 - Occupation Tax Certificate Application
 - Citizenship Affidavit
 - Employee Affidavit
 - E-verify Number (if applicable)
 - Copy of license
 - Copy of i551 (if applicable)
4. Take the completed application to Zoning. This department will verify if the business activity may be conducted at the designated location.
5. Submit your application in-person at the Business License Office located at 1150 Powder Springs Street, Suite 400, Marietta, GA, 30064