



COBB COUNTY COMMUNITY DEVELOPMENT AGENCY BUSINESS LICENSE DIVISION

Ellisia Web
Division Manager

Mailing Address: P.O. Box 649 Marietta, GA 30061 – 0649
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Phone: 770-528-8410

Renew your **Unregulated** 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.

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 an owner, officer, partner, or W-2 employee.
- 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)
 - Financial Back-up is required
 - Additional Documents (if applicable)

2. Payment Options

- a. Payment must be payable to Cobb County Business License Division. Certificate/License Number must be written on Check.
- ### 3. Online payment is available to those who received a renewal packet with an online payment option and PIN#.

continued on next page

4. Submit Your Renewal

- a. Online submittal is available to those who received a renewal packet with an online payment option and PIN#.
- b. 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
- c. In-Person: Forms and payment may be turned in in-person at:
 - Main Business License Office
1150 Powder Springs Street, Marietta 30064 or;
 - South Cobb Government Service Center
4700 Austell Road, Austell 30106