

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.
- 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.
- 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.

GET YOUR FEE AMOUNT:

- E-mail the COMPLETE PACKAGE to 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.

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.