



COBB COUNTY  
COMMUNITY DEVELOPMENT AGENCY  
BUSINESS LICENSE DIVISION

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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 an Alcoholic Beverage License  
(Occupation Tax Certificate)

All Occupation Tax Certificates/Business Licenses expire on December 31<sup>st</sup> 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 1<sup>st</sup>. 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 mailing address on file with the Business License Office.
- b. The renewal packet must be **completely filled out** and signed by the 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, GA 30064. \(Far right side of building\)](#)
  - 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, GA 30064. \(Far right side of building\)](#)
  - 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)

2. Payment Options

- Payment must be payable to Cobb County Business License Division. Certificate/License Number must be written on the Check.
- Payments accepted include Certified Funds and Business Check.

3. Submit Your Renewal

- 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
- In-Person: Forms and payment may be submitted in-person at:
  - Business License Office, Main
  - [1150 Powder Springs Street, Suite 400 in Marietta, GA 30064. \(Far right side of building\)](#)