



Cobb County Business License Division

Mailing Address: P.O. Box 649
Marietta, GA 30061-0649

Office Location: 1150 Powder Springs Street, Suite 400
Marietta, Georgia 30064
Phone (770) 528-8410

Web site Address - www.cobbcounty.org
Email Address: businesslicense@cobbcounty.org

Application For Corporation or Limited Liability Company LLC Occupation Tax Certificate

A Certificate of Registration from the Secretary of State or Articles of Organization must accompany this application. To obtain information on becoming incorporated or an LLC please call (404) 656-2817.** The application must be filled out **completely** to obtain a Cobb County Occupation Tax Certificate. Payment must be filed with the application to obtain a Cobb County Occupation Tax Certificate. This application will not be processed if it is not accompanied by the appropriate tax or fee. ***You will not be billed. Please print with ink or type. In order for the appropriate tax or fee to be determined the application accompanied by all appropriate documents must be submitted in person.

Pursuant to The Georgia Immigration Reform Act that was passed by the State Legislature and signed by the Governor, effective January 1, 2012, all persons applying for or renewing a Cobb County Occupation Tax Certificate or Cobb County Business License must provide a secure and verifiable document as required by O.C.G.A.50-36-1(e)(1) and sign and notarize the affidavit required by O.C.G.A. 50-36-1(e)(2) and the affidavit required by O.C.G.A.36-60-6(d) . A list of secure and verifiable documents can be found at the link below.

http://www.georgia.gov/vgn/images/portal/cit_1210/63/43/173963603Secure_and_verifiable_document_list%208.5.11.pdf

- This Business is: New Application
 Ownership Change / Date ownership changed & Certificate # _____
 I am filing a name/or address change for Certificate# _____
 Reprint
- Is this business located: Outside Cobb In Unincorporated Cobb Inside a City
1. Name Doing Business As _____ Business Phone # () _____
2. Name of Corporation/ LLC* _____
3. Business Address _____ Suite# _____ City _____ State _____ Zip _____
4. Mailing Address _____ Suite# _____ City _____ State _____ Zip _____
5. Email Address _____
6. Is property zoned? Residential Commercial Industrial Fax # _____
7. Full Detailed Description of Business _____
8. Estimated Gross Receipts in GA from this location for the current calendar year \$ _____
Gross Receipts in GA from this location for the calendar year prior to this application \$ _____
Gross Receipts in GA from this location for the year two calendar years prior to this application \$ _____
9. Date Business began in Cobb County _____
10. # of employees in Cobb _____ E-Verify # (Required if 11 or more employees) _____
11. State Sales Tax ID # _____ Federal ID # _____
12. President/Managing Member _____ SS# _____ DOB _____
Home Address _____ Apt# _____ City _____ State _____ Zip _____
Home Phone () _____ Alternate Phone () _____
13. Vice President/ Member _____
Home Address _____ Apt# _____ City _____ State _____ Zip _____
Home Phone () _____ Alternate Phone () _____

14. Secretary/ Member _____
Home Address _____ Apt# _____ City _____ State _____ Zip _____
Home Phone () _____ Alternate Phone () _____

15. Treasurer/ Member _____
Home Address _____ Apt# _____ City _____ State _____ Zip _____
Home Phone () _____ Alternate Phone () _____

16. Person completing application _____
Business Address _____ Apt# _____ City _____ State _____ Zip _____
Business Phone () _____ Email Address _____

17. Name of manager(s) of this location _____

18. Have you the applicant, or anyone having any ownership of this business ever violated, been arrested, or convicted of any Federal or State Law, or any ordinance or resolution regulating any business? _____ If yes, please list all dates and locations of the offenses and disposition of charges _____

19. Are you, the applicant the corporation, LLC or any shareholder currently delinquent in payment of any taxes or fees to any state or local government? _____ If yes, Please indicate the type of tax or fee, and the amount due with the reason the tax is delinquent. _____

If this property is zoned residential, no clients, employees, sales, deliveries, storage of inventory, or equipment are allowed on the premises. Only one commercial vehicle not to exceed 12,500 pounds gross weight used as transportation by the occupant may be parked at the residence.

I swear or affirm that I have obtained or will obtain within sixty days of the date of this application a Cobb County Certificate of Occupancy as required by State law for the address listed on this application. I further understand I will call the Fire Marshal's office with any questions regarding a Certificate of Occupancy at (770) 528-8310.

I will comply with the Zoning Restrictions stated above: _____
(initials)

Signature: _____

I, _____, affirm that the facts stated by me are true, I understand any misrepresentation or fraudulent statement is grounds for automatic dismissal of this application and/ or revocation of the license. I understand that all signs displayed on my premise must be permitted by the Cobb County Community Development Agency. I further understand that my business must be operated in compliance with all applicable state, federal & local laws, ordinances & regulations, & that the granting of this occupation tax certificate or payment of this occupation tax does not waive the right of any federal, state or local entity to regulate & enforce such laws, ordinances & regulations. I understand that all decisions of the Business License Division may be appealed to the Cobb County License Review Board.

This _____ day of _____, 20____.

Signature of applicant _____ Legibly Print name _____
() Owner () Manager () Other specify _____

*****APPLICANT MUST COMPLETE THE AFFIDAVITS AND PROVIDE A SECURE AND VERIFIABLE DOCUMENT*****

THIS APPLICATION IS SUBJECT TO THE APPROVAL OF THE FIRE PREVENTION BUREAU AND/ OR THE DEVELOPMENT AND INSPECTIONS DIVISION.

OFFICE USE ONLY:

Occ. Tax Cert. # _____

SIC Description _____ Category _____ BL STAFF _____

Due current yr _____ Due previous yr _____ Due for 2 yrs prior to current yr _____

Penalty _____ Interest _____ Total Due\$ _____ Receipt # _____

Method of payment: CASH / CHECK # _____ Zoning Division _____ Approved/Denied _____
(circle one) (circle one)

THIS AFFIDAVIT MUST BE COMPLETED

Business Name

Business License #/Occupation Tax #

O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a **Business License / Occupational Tax Certificate** as referenced in O.C.G.A. § 50-36-1, from **Cobb County** the undersigned applicant verifies one of the following with respect to my application for public benefit:

Do not check more than one option.

- _____ 1) I am a United States citizen.
_____ 2) I am a legal permanent resident of the United States.
_____ 3) I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is:

_____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A § 50-36-1(e)(1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as: (i.e. driver's license, I-551, I-766, Passport, etc.)

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____, _____ (city) (state)

Signature of Applicant

Printed Name of Applicant

Applicant Phone Number

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE ____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires: _____

COMPLETE THIS FORM IF YOU HAVE 10 OR LESS EMPLOYEES

Business Name _____ License #/Occupation Tax # _____

NUMBER OF EMPLOYEES: _____ (Required; **MUST BE 10 OR LESS** or complete other side)

Private Employer Exemption Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm, or corporation employs ten (10) or fewer employees and is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__, in _____(city), _____(state).

Printed Name of Exempt Private Employer

Signature of Exempt Private Employer or
Authorized Officer or Agent

Printed Name and Title of Person Executing Affidavit

SUBSCRIBED AND SWORN BEFORE ME ON
THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires: _____

* This affidavit is for submissions made on or after to July 1, 2013.

COMPLETE THIS FORM IF YOU HAVE 11 OR MORE EMPLOYEES

Business Name _____ License #/Occupation Tax # _____

NUMBER OF EMPLOYEES: _____ (Required; **MUST BE 11 OR OVER** or complete other side)

Private Employer Affidavit Of Compliance Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Private Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires: _____

ATTENTION OWNERS OF RENTAL OR LEASED REAL PROPERTY:

If you own real property in unincorporated Cobb County that is rented or leased to another person or entity, you are not required to pay occupation taxes or business license fees to Cobb County in connection with that property if you can provide to the Cobb County Business License Division evidence (e.g., supporting documentation or affidavits(s)) that:

- (1.) Your only activities at that property involve showing the property to prospective tenants or lessees and/or performing maintenance or repairs to such property; and
- (2.) You maintain an office or location (which is a structure or vehicle where a business, profession, or occupation is conducted and is not a temporary or construction work site which serves a single customer) outside unincorporated Cobb County but within the State of Georgia **OR** you provide to the Business License Division proof of payment of a local business or occupation tax in another State which purports to tax your sales or services in the State of Georgia.

If you provide evidence that you meet the above criteria, you are not required to pay Cobb County occupation taxes or business license fees in connection with your rental property. However, you may be required to register your rental property location with the Business License Division and obtain a business registration certificate at no charge.

RIGHT OF APPEAL:

All administrative decisions made by the Business License Division regarding applications for licenses, transfers, renewals, changes in ownership, or other matters affecting such licenses or occupation tax certificates, including attempts by the Cobb County Business License Division to impose or collect occupation taxes or business license fees, may be appealed to the Cobb County License Review Board.

To be considered, all appeals must be submitted on appeal forms provided by the Business License Division.

For more information on your right to appeal, please contact the Business License Division at (770) 528-8410 and/or consult Section 6-90 *et seq.* of the Official Code of Cobb County.