



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

Obtaining a NEW Alcohol License: Checklist

1. New Applicants:
 - LLC or INC businesses must register with the Georgia Secretary of State and supply receipt or certificate with their application packet.
 - Sole Proprietor businesses may advance to step 2.
2. Verify the business will be in Cobb County. *Mailing addresses are not always indicative of the jurisdiction where licenses should be obtained.*
 - Contact the specific city or the Cobb County Business License Office at 770-528-8410 for assistance in determining the jurisdiction where the license should be obtained.
3. Print or pick up your application.
 - [Applications and affidavits are available in-person and online.](#)
 - The Business License Office [located at 1150 Powder Springs Street, Suite 400, Marietta, GA 30064. \(Far right side of building\)](#)
4. Complete the application and included affidavits.
5. Schedule an Appointment: **Mandatory.**
 - Appointments for new Alcohol Licenses are required. Applications are accepted by appointment only; **call 770-528-8691 to schedule your appointment.**

see next page
6. Take your application to the Zoning Department.
 - The Zoning Department will verify if the business activity may be conducted at the designated address. [The Zoning Division is located in the same building as the Business License Office, 1150 Powder Springs Street, Suite 400 in Marietta, GA 30064. \(Far right side of building\)](#)
7. Attend your schedule appointment.

- Applications are accepted by appointment online.
- All new applications must be submitted in-person at the [Main Business License Office located at 1150 Powder Springs Street, Suite 400 in Marietta, GA 30064. \(Far right side of building\)](#)