

## KEY

\*Fee information

## NEW BUSINESS GUIDE

**THIS IS A SAMPLE. NOT ALL ITEMS ON THIS LIST APPLY TO ALL BUSINESSES.  
ADDITIONAL REQUIREMENTS MAY BE APPLICABLE TO YOUR BUSINESS.**

## LEASE AND SIGNAGE LEASE

1. Do Not Sign a Lease before verifying the property location is zoned appropriately for the desired use of property. Call the Zoning Office to discuss zoning regulations and requirements. (770) 528-2035
  - \*Zoning consultations are free of charge.
  - You may call zoning to ask what zoning designation is required for your business type.
  - You must have a property address to confirm the property location is zoned appropriately for the desired use of property.
  - Additional zoning restrictions apply for alcohol establishments. See No. 5 for details.
2. Cobb County Water System (CCWS) Requirements – PRIOR TO SIGNING LEASE
  - \*For large water users such as restaurants, contact the CCWS to discuss potential water/sewer fees.
  - (770) 419-6324 | [cccwsplanreview@cobbcounty.gov](mailto:cccwsplanreview@cobbcounty.gov)
  - For any business serving food, contact the Water System's Grease Management Office to discuss existing grease trap and county requirements.
  - (770) 419-6430 | <https://www.cobbcounty.gov/water/compliance/grease-management>

## BUSINESS SIGNAGE

2. \*Any signs that are to be installed will require a Sign Permit. Associated fees for sign permitting services start at \$150. Please call the Zoning Office to discuss potential needs and requirements. (770) 528-2035

## LEASE AGREEMENT

3. Read your lease in its entirety. It is highly recommended to consult with a commercial real estate agent to negotiate any terms covered in a commercial lease, i.e.: sewer system development fees, environmental compliance requirements, mechanical/equipment maintenance, security, etc.

## AFTER LEASE IS SIGNED

### GEORGIA SECRETARY OF STATE (GA SOS) REGISTRATION

4. If your business is operating as a Limited Liability Company (LLC) or Corporation (CORP):
  - Register your Business with GA SOS. Visit [sos.ga.gov](https://sos.ga.gov)
  - \*Annual Fees apply and are regulated by GA SOS.
  - This is NOT your Business License. Proceed to No. 6 after completing your GA SOS New Business Registration.

### TRADE NAME REGISTRATION

5. If your business is operating as a Sole Proprietor:
  - Register your Business Name (Trade Name) with the Cobb County Superior Court Clerk.
  - Submit a copy of your Certificate of Incorporation with your Business License Application (No.6)
  - \*Fees for Trade Name Registration include a Recording Fee and Publication Fee and are regulated by Cobb Superior Court.
  - <https://www.cobbcountysuperiorcourtcourtclerk.com/real-estate-information/ucc-trade-names/> | 770-528-1360

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Cobb County Economic Development Office  
(770) 528-2018 | econdev@cobbcounty.org

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MAY BE APPLICABLE TO YOUR BUSINESS.**

## BUSINESS LICENSE

### 6. Obtain a business license (Occupation Tax Certificate)

- You may not operate your business unless a Certificate of Occupancy (CO) is obtained.
- Business Licenses (Occupation Tax Certificates) expire every year on December 31<sup>st</sup>. Penalties and late fees may accrue if a business does not renew its Occupation Tax Certificate by February 1<sup>st</sup>.
- \*The Business License/Occupation Tax starts at \$112 - \$119 (depending on business activity) and is determined by annual revenue (gross receipts). To get in touch with the Business License Division feel free to call: (770) 528-8410
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## ALCOHOL REQUIREMENTS

### 7. Complete the Alcohol Beverage Establishment Application. Incomplete applications will not be accepted.

- \*The non-refundable alcohol beverage establishment application fee is \$600.00 for New Applications.
- The Alcoholic Beverage License Application may be up to 30 pages long.
- Read the checklist in its entirety located in the front of the Alcohol Beverage Establishment Application.
- \*Annual fees are located on this application.
- Applications are accepted by appointment only. Call (770) 528-8410 to schedule an appointment for application review.
- Approval of the Alcohol Beverage Establishment Application, from start to finish, may take up to 6-8 weeks or longer in certain circumstances.
- Additional Zoning Department verification is required within this application. This may include but are not limited to:
- Past zoning case stipulations may affect the applicant's use of property.
- Proof of adequate parking facilities may be required.
- A separate permit is required for the Sunday sale of alcoholic beverages for consumption on the premises.
- An Alcohol Beverage Establishment may not be located within 600 ft from the property line of any church, school, park, or library.
- An Alcohol Beverage Establishment may not be located within 300 ft from the nearest single-family residence or condominium.

## START THE CERTIFICATE OF OCCUPANCY (CO) PROCESS

### 8. Complete a Commercial Permit Application

- The Commercial Permit Application (CPA) is located <https://www.cobbcounty.gov/community-development>
- Please read and review all pages of the CPA.
- Required documents may include but are not limited:
- Scope of Work letter (1 page)
- Copy of General Contractor's GEORGIA business license and state license (if applicable)
- Authorized agent form
- Copy of applicant's driver's license
- Virtual set of plans
- Any business serving food, should also submit a food service establishments (FSE) application with the Commercial Permit Application. Form can be found at <https://www.cobbcounty.gov/water/compliance/grease-management/fse>
- \*Permitting fees will apply and are based on type of permit, inspections required, etc. • (770) 528-2071 | <https://commbldgapplication@cobbcounty.gov>



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9. Cobb County Water System Approval

- \*During the permitting process, CCWS plan review will contact the applicant if more information is needed, or to discuss any applicable water/sewer fees.
- (770) 419-6324 | <https://ccwsplanreview@cobbcounty.gov>
- Every commercial water service (domestic, irrigation, and fire) will need a testable backflow assembly installed after the water meter. Plans will be reviewed by CCWS' Backflow Program to verify containment and isolation of cross connections.
- To schedule inspection of new assemblies, contact the Backflow Program. (770) 528-3343
- To schedule inspection of oil/water separators, contact CCWS' Industrial Pretreatment Program. (770) 528-8216
- Food service establishments must contact CCWS' Grease Management Office to schedule a new trap inspection prior to installation. For exterior traps, another inspection should be scheduled before trap is covered. (770) 419-6430 | <https://cobbbfmo.gov>
- Prior to issuance of CO, all fees must be paid, and all inspections must be completed.

10. Contact the Cobb & Douglas Public Health office for approval. *(Not required for all businesses.)* • (770) 435-7815 | <https://cobbanddouglaspublichealth.com/environmental-health/>

- \*Fees may apply.

11. Fire Marshal Review and Approval

- Submit Commercial Permit Application and all drawings to the Fire Marshal's Office (FMO) online at <https://cobbbfmo.gov>
- All Fire Marshal inspections are schedule through the FMO's 'Mobile Eyes Contractor Portal
- Plan Reviews are generally scheduled within 2 weeks of when all documents are received.
- \*FMO fees may include, but not limited to new tenant plan review and inspections (fee determined by square feet of building/facility, type of plan review, etc.), re-reviews, consultations, expedited review, etc.
- \*Plan Review and Inspection Fees and additional resources are available on the Cobb County FMO Website: <https://www.cobbcounty.gov/public-safety/fire/fire-marshal/certificate-occupancy>
- (770) 528-8310 | <https://cobbbfmo.gov>
- Scan this QR Code for a video about the



FMO process:

**OBTAIN A CERTIFICATE OF OCCUPANCY (CO)**

12. Once ALL applicable final inspections (including building, FMO, arborist, and special inspections) have been completed and passed, the CO may be obtained from the Community Development Agency via email at

- \*A fee is applied when requesting your final CO. This fee starts at \$50.
- Display or store your CO and Business License in an easily accessible location.



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