



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.gov.

Email address: businesslicense@cobbcounty.gov

Attorney Occupation Tax Form

Payment must be filed with this form to pay Occupation Tax. 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 **Effective January 1, 2012** all persons applying for a Cobb County Occupation Tax Certificate or Cobb County Business License must provide to the Cobb County Business License Division a secure and verifiable document as required by O.C.G.A. 50-36-1(e)(1) and sign 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: http://www.georgia.gov/vgn/images/portal/cit_1210/63/43/173963603Secure_and_verifiable_document_list%208.5.11.pdf

☐ New Application

This Business is: ☐ 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* _____

* **Must provide a Certificate of Registration from the Secretary of State**

3. Business Address _____ Suite# _____ City _____ State _____ Zip _____

4. Mailing Address _____ Suite# _____ City _____ State _____ Zip _____

5. Email Address _____

6. Is property zoned? ☐ Residential ☐ Commercial ☐ Industrial

7. Full Detailed Description of Business _____

8. Are you an individual professional operating in a larger practice? ☐ Yes ☐ No

If paying per professional fee, list the number of professionals _____

of employees _____ E-Verify # (Required if 11 or more employees) _____

9. 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 \$ _____

10. Date Business began in Cobb County _____

11. Number of Employees _____

If a firm, answer questions 12-15. If an individual professional, please skip to question #16.

12. President/ Managing Member _____ 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. Individual professional _____
Home Address _____ Apt# _____ City _____ State _____ Zip _____
Home Phone () _____ Alternate Phone () _____

17. Person Completing Application _____ Title _____
Business Address _____ Apt# _____ City _____ State _____ Zip _____
Business Phone () _____ Email Address _____

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

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.

Signature: _____

I, _____, affirm that the facts stated by me are true.

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

OFFICE USE ONLY:

Occ. Tax Cert. # _____

SIC Description _____ Category _____ BL STAFF _____

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)

REVISED 7/2015

THIS AFFIDAVIT MUST BE COMPLETED

Name Business License #/Occupation Tax # Business

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

Phone Number Applicant

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.