

# **OBTAINING A CERTIFICATE OF OCCUPANCY**

## **BUSINESS LICENSE APPLICATION**

If you have applied for a new business license for **OTHER THAN A CHANGE OF OWNERSHIP OF AN EXISTING BUSINESS**, please follow these directions:

You will need a Certificate of Occupancy to legally occupy the space.

All documents are accepted digitally – we do not accept paper.

Visit [www.SagesGov.com/marietta-ga](http://www.SagesGov.com/marietta-ga)

- You will need to create an account, and have the account accepted by the City of Marietta before you can create an application.
- Once the account is created and verified, login and go to the **HOME** tab
- If you will not make any changes besides paint and floor - select the application tile called **Tenant Move-In Permit Application**
  - If changes (renovation, modifications, alterations) need to be made to the space, you need a **Building Permit Application** that must be applied for by a licensed General Contractor
- You will be expected to upload digital documents in this **Tenant Move-In Permit Application**
  - A scale or dimensioned sketch of the top view of the space showing all rooms, doors, windows, stairs and/or ramps
  - A dated and signed letter explaining how the business intends to use the space (i.e. what will you do there?)
- Once submitted and accepted the plans will be reviewed
- When the review is completed, a permit will be issued to move-in. You must have a Permit posted on site.
- Once moved-in you can schedule your inspections; two will be required.
  - Fire 100%
  - Building Final
- The business day after the inspections are approved a new Certificate of Occupancy will be issued. The Certificate of Occupancy is required to be posted in view of your patrons.