



***ALL NEW APPLICANTS
MUST CONTACT***

***FIRE AND BUILDING PERMITS
FOR ANY REQUIRED
INSPECTION AND/OR
CERTIFICATE OF OCCUPANCY***

BELOW ARE THE CONTACTS FOR EACH DEPARTMENT:

Fire Department: Brittany Green (770) 794-5466

Building Permit Department: Mark Rice (770) 794-5651



Business License and Revenue Division
 205 Lawrence St., Box 609
 Marietta, Georgia 30061-0609
 Phone: (770) 794-5520
 Fax: (770) 794-5685
 Jim Curtis, Business License Manager

For Office Use Only
 Tax Cert. No. _____
 Account No. _____
 SIC Code _____
 Zoning _____
 Date _____

PROFESSIONAL APPLICATION

REASON FOR APPLICATION (Check One)

- Adding Professional - Date professional started at location (mo., day, year)_____
- New Business
- Location Change - Previous Location _____
- Name Change - Previous Name _____

Location of Business _____
Number and Street (room, apt., or suite no.) City State Zip

Name of Business _____

Name(s) of Individual(s) Practicing Profession at location _____

Mailing Address _____
Number and Street City State Zip

Date practice started at location (mo., day, year)_____ Federal Tax ID number _____

TYPE OF OWNERSHIP (Check One) Sole Proprietor Partnership Corporation Other (Specify)_____

Business Telephone Number_____ Email_____

Legal Name (Example: If incorporated, give name of corporation) _____

Profession To Be Conducted _____

PROFESSIONALS SHALL ELECT ONE OF THE FOLLOWING AS A BASIS FOR OCCUPATION TAX (Check One):

- A flat fee of \$400 per professional.
- OR**
- Calculation based on gross receipts or number of employees (attributable to one location).
 Give estimated Annual Gross Receipts \$_____ Number of Employees (Exclude Owners)_____

Note: This is a once-a-year election and when a professional conducts business at more than one office in the City of Marietta, a separate license will be required for each location.

PLEASE FILL IN APPLICANT'S RESIDENTIAL INFORMATION:

Name _____ Number and Street _____ City _____ State _____ Zip _____ Phone _____

Social Security No. _____ Driver's License No. & State _____ Date of Birth _____

Is applicant a United States citizen? Yes No (If no, please provide proof of alien registration)

TO BE COMPLETED BY APPLICANT (Must be signed by owner, partner, or authorized officer of corporation)

I, _____, being duly sworn according to law, do swear that the facts stated by me in the above and foregoing answers to questions are true and no false or fraudulent statement is made herein. I will obtain within sixty days of this application City of Marietta certificates of occupancy and fire inspection.

Date _____ Applicant's Signature _____

ATTACH COPY OF STATE OF GEORGIA PROFESSIONAL LICENSE FOR EACH PROFESSIONAL

Professionals	Tax Class
Lawyers	3
Physicians licensed under O.C.G.A Chap. 34 of Title 43	2
Osteopaths licensed under O.C.G.A Chap. 34 of Title 43	2
Chiropractors	2
Podiatrists	2
Dentists	2
Optometrists	2
Psychologists	2
Veterinarians	2
Landscape architects	2
Land surveyors	3
Practitioners of physiotherapy	2
Public accountants	3
Embalmers	3
Funeral directors	3
Civil, mechanical, hydraulic, or electrical engineers	3
Architects	3
Marriage and family therapists, social workers, and professional counselors	2

TAX TABLE

GROSS RECEIPTS	Tax Class 1	Tax Class 2	Tax Class 3
\$0 - \$99,999	\$84	\$89	\$95
\$100,000 - \$249,999	\$148	\$167	\$186
\$250,000 - \$499,999	\$251	\$291	\$332
\$500,000 - \$749,999	\$379	\$447	\$514
\$750,000 - \$999,999	\$508	\$602	\$697
\$1,000,000 - \$2,999,999	\$1,086	\$1,302	\$1,518
\$3,000,000 - \$4,999,999	\$2,114	\$2,546	\$2,978
\$5,000,000 - \$9,999,999	\$3,808	\$4,618	\$5,046
\$10,000,000 - \$19,999,999	\$4,633	\$6,583	\$6,988
\$20,000,000 - \$39,999,999	\$7,258	\$7,858	\$8,428
\$40,000,000 - \$79,999,999	\$7,918	\$8,698	\$9,478
\$80,000,000 - \$99,999,999	\$10,228	\$11,758	\$12,208
Plus Per Million or Portion Thereof Over \$100,000,000	\$108	\$216	\$324

TAX BASED ON NUMBER OF EMPLOYEES

\$22 per employee for each of the first 25 employees:

emp. _____ X \$22= \$ _____

Add \$16 per employee for each employee over 25 employees:

emp. _____ X \$16= _____

Add administrative fee..... _____ 58.00



205 Lawrence Street
Drawer 609
Marietta, Georgia 30061-0609

Jim Curtis,
Business License Manager
Telephone: (770) 794-5520
Fax: (770) 794-5685

Mayor's Office: (770) 794-5502
City Manager's Office: (770) 794-5507
City Clerk's Office: (770) 794-5526

Instructions and Information

Welcome to the **City of Marietta**. We are delighted that you have come to the City of Marietta to conduct your business. Should you have need for any assistance, please call us at **(770) 794-5520**. Even though you may have already submitted an application for your business license, which is required prior to conducting your business in the City, you may need to contact other departments in the City for certain services. May we suggest the following for assistance:

- 1. **Utilities**, including **Marietta Power** (770) 794-5150 Sherri Rashad, Supervisor
- 2. **Zoning information** (770) 794-5440 Patsy Bryan (770) 794-5670 Rusty Roth
- 3. Check the **Tree Protection Ordinance** before beginning any **tree removal**. (770) 794-5670 Rusty Roth
- 4. **Permits** for signs are required. (770) 794-5440 Patsy Bryan (770) 794-5670 Rusty Roth
- 5. **Permits** for building construction, repairs, permits, air conditioning and heating inspection, building inspection, plumbing inspection. (770) 794-5659 Carol Jones
- 6. **Electrical inspection or permits** (770) 794-5647 Mike McAllister leave a voice mail
- 7. **Permits** and/or fingerprints for taxi cabs, alcoholic beverage managers, adult entertainment, massage parlors, pawnshops, and solicitors (770) 794-5341 Janice Caylor, Marietta Police
- 8. **Certain permits are required** for any new signs or structural work done at your business site located in the City, the Downtown Marietta Development Authority (DMDA) or the Marietta Historical District. If you are in the DMDA area, signs and structural changes must be approved by the DMDA prior to construction work being done in addition to other possible requirements from the City of Marietta. (770) 794-5502 Betsy Kelley
- 9. Any monies owed the City for license fees, permit fees, utilities and taxes must be paid prior to the permit being released or the conduct of any work in the City being done. (770) 794-5520 Business License Division
(770) 794-5681 Property Tax Division
(770) 794-5150 Marietta Power Utilities, Sherri Rashad
- 10. Businesses involving **Hazardous Materials** must contact the Marietta Fire Department prior to your operation beginning in the City. (770) 794-5498 Fire Education
- 11. **New construction or renovation** done prior to a business occupying a new facility or building, shall meet all code requirements for permits and licenses. **Certificate of Occupancy** shall be issued prior to the business beginning operation. Note: Each business shall be in compliance with all aspects of the Marietta City Code prior to beginning operation in the City.
- 12. **Food Service or Restaurants** (770) 435-7815 Cobb County Environmental Health or (404) 656-3621 Georgia Department of Agriculture
- 13. **Personal Property Tax** Please note that even though your business is located in the City of Marietta, by law, Cobb County is responsible for all tax assessments. (770) 528-3123 Cobb County Personal Property Division
- 14. **Transportation and moving related businesses** (678) 413-8732 Department of Motor Vehicle Safety, Commercial Vehicle Compliance

We look forward to being of service to you and assisting you with City of Marietta services.

***Notify this office of any change of address, ownership, firm name, or classification.**