



*ALL NEW APPLICANTS  
MUST CONTACT*

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

*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

**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 \_\_\_\_\_

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**

<b>GROSS RECEIPTS</b>	<b>Tax Class 1</b>	<b>Tax Class 2</b>	<b>Tax Class 3</b>
\$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

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

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### 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) 794-5152 Jasmine Chatman
2. **Zoning information and inspections** (770) 794-5671 Shelby Little (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) 794-5671 Shelby Little (770) 794-5670 Rusty Roth
5. **Permits for building construction, repairs, permits, air conditioning and heating inspections, building inspections, plumbing inspections.** (770) 794-5651 Mark Rice
6. **Electrical inspection or permits** (770) 794-5647 David Pritchett (leave a voice mail)
7. **Permits and/or fingerprints** for alcoholic beverage applications/manager permits, adult entertainment, massage parlors, pawnshops, and solicitors (770) 794-5341 Nicole Oddi, Marietta Police Department
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) 794-5680 Property Tax Division  
(770) 794-5150 Marietta Power and Water
10. **All new businesses within the City of Marietta must contact the Marietta Fire Department to obtain an inspection prior to operating their business.** (770) 794-5466 Marietta Fire Department
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** need a health inspection report. (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.