



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

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) \_\_\_\_\_

☐ 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 of Individual Practicing Profession at location \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Number and Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Date individual 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 \_\_\_\_\_ Professional Certification Abbreviation \_\_\_\_\_

**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 are true and no false or fraudulent statement is made herein. I will obtain within sixty (60) days of this application City of Marietta certificates of occupancy and fire inspections.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

Any check submitted with this application will be deposited by the City of Marietta. However, the depositing of such check does not constitute the grant of a license and every license must follow the normal review process prior to a final determination on whether to grant or deny the license. Further, the submittal of an application does not entitle the applicant to engage in the business applied for. Only the final and complete issuance of the license constitutes authority to transact such business.

**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

**Affidavit Verifying Status (O.C.G.A. § 50-36-1(e)(2) Affidavit)**

Please read carefully before completing

- Affidavit must be notarized prior to being submitted to the Business License Division.  
**The City cannot notarize this affidavit. \*\*\***
- Include a copy of applicant's secure and verifiable identification document. A list of secure and verifiable documents is provided by the Attorney General on the Georgia Department of Law website.

By executing this affidavit under oath, as an applicant for a(n) Business License/Occupation Tax Certificate, as referenced in O.C.G.A. § 50-36-1, from the City of Marietta, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) ☐ I am a United States citizen. **(Provide state issued identification document. Example: driver's license)**
- 2) ☐ I am a legal permanent resident of the United States. **(Provide copy of alien registration document)**
- 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. **(Provide copy of alien registration document)**

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:

\_\_\_\_\_

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 allowed by such statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state)

**SUBSCRIBED AND SWORN BEFORE  
ME ON THIS, THE \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_\_\_.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Printed Name of Applicant**

**NOTARY PUBLIC**

**My Commission Expires:**

*\*\*\*This affidavit does not apply to an applicant applying for or renewing an application for a public benefit within the same agency or political subdivision; if the applicant has previously complied with the requirements of Georgia Code Section 50-36-2 by submission of a secure and verifiable document, as defined in Code Section 50-36-2, and a signed and sworn affidavit affirming that such applicant is a United States citizen.*

**Private Employer Affidavit Pursuant to O.C.G.A. § 36-60-6(d)**

By executing this affidavit under oath, as an applicant for a(n) business license/occupation tax certificate as referenced in O.C.G.A. § 36-60-6(d), from the City of Marietta, Georgia, the undersigned applicant representing the private employer known as

name verifies one of the following with respect to my application for the above mentioned document:

**1. Check box (a) or (b) below**

- (a) ☐ On January 1<sup>st</sup> of the below signed year the individual, firm, or corporation employed **more than ten (10)** employees.
- (b) ☐ On January 1<sup>st</sup> of the below signed year the individual, firm, or corporation employed **ten (10) or fewer** employees.

\*\*\*If the employer checked box (a) must fill out Section 2 below.

2. 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 company identification number (not federal employer identification number) and date of authorization are as follows:

Federal Work Authorization Company Identification Number

Date of Authorization

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 allowed by such statute.

Executed on the \_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (City), \_\_\_\_\_ (State)

Signature of Authorized Officer or Agent of Company

Printed Name of and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

NOTARY PUBLIC

My Commission Expires: