

# **OBTAINING A CERTIFICATE OF OCCUPANCY**

## **BUSINESS LICENSE APPLICATION**

ALL NEW BUSINESS LICENSE applicants, 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 (demolition, 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 application 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
- Once 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.

If you need assistance with this process, please call the Building Department at (770) 794-5659