



# COMMUNITY DEVELOPMENT AGENCY BUSINESS LICENSE DIVISION

Ellisia Webb

*Business License Division Manager*

Mailing Address:

P.O. Box 649

Marietta, GA 30061-0649

Phone: (770) 528-8410

Physical Address:

1150 Powder Springs St. Suite 400

Marietta, GA 30064

## ONLINE PROCESSING FOR BUSINESS LICENSE RENEWALS

### The Online Renewal Option is available under the following conditions **ONLY**:

- 1) Only payments for the current renewal season (**2023**) can be made.
  - Delinquent accounts and accounts with a prior year balances cannot be renewed online.
  - Records missing prior year documentation cannot be renewed online
  - Renewals with subcontractor deductions cannot be renewed online.
- 2) The following documents are required in PDF format to be uploaded in one complete package.
  - **REQUIRED** –The online renewal must be completed with contact information for the owner, officer, partner or W-2 employee completing the renewal.
  - **REQUIRED** - Citizenship Affidavit to be **signed** and **notarized** (with visible notary stamp)
    - [This affidavit is available here.](#)
  - **REQUIRED** - Private Employer Affidavit to be **signed** and **notarized** (with visible notary stamp)
    - [This affidavit is available here.](#)
  - **REQUIRED** - Secure and verifiable document, i.e. driver's license, passport, and immigration documents if required (1-551, 1-766, Visa with 1-94, unexpired foreign passport, etc.)
  - **REQUIRED** - Financial documentation (profit/loss statement, income statement, monthly or quarterly reports, etc. showing gross revenue.)
- 3) **NO** correspondence should be submitted online with your renewal; e-mail [blrenewal@cobbcounty.org](mailto:blrenewal@cobbcounty.org)  
\*\*(Refund requests submitted with a renewal online will **NOT** be processed.)
- 4) **NO** changes can be made using the online renewal portal.
- 5) [Changes should be made the change form, which can be found here.](#)
- 6) Payment may be made by Visa or MasterCard **ONLY**.

*Page 2: Instructions on How to Renew Your Business License Online.*

*Page 3: What is included in a Renewal Package?*



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If you opted-in for an e-mailed renewal notice and have multiple business licenses registered using the same e-mail address, you will receive ONE e-mailed renewal notification for ONE business. The remaining notices will be sent via USPS. **PIN numbers are unique per license.**

## **TO RENEW YOUR BUSINESS LICENSE ONLINE**

Visit the following link: <https://www.cobbcounty.org/blrenewal>

Review the required materials, scroll down, and select "Continue to Renew Online".

### **Instructions for Online Renewal**

1. **Account Registration Login/Password:** If you renewed online for 2022 by registering and creating an online account, go to <https://cobbca.cobbcounty.org/CitizenAccess/> to login with your account login and password. Proceed to Step 3 – License Account, below.

**If you DID NOT renew online for 2022,** you must create a login account and password to renew online. We suggest your username be associated to your business name since this account will be associated with your current license number. Be sure to save this information for subsequent renewals.

Go to <https://cobbca.cobbcounty.org/CitizenAccess/> and select the “Register for an Account” option near the Login button located at the top, right-hand corner to create your account.

2. **License Registration:** Once you have created your account login and password, login again and select ‘Licenses’ in the top menu. This step will associate the user account created in **Step 1 – Account Registration Login/Password** to your License number. You must enter your License Number and Personal Identification Number (PIN)\*, which were sent to you in your renewal email.

**\*Please include dashes in PIN number, for example: 1HIE00-10000-12345**

You will see a message stating, “Your application has been successfully submitted.” Please proceed to step 3.

3. **License Account:** Go to **Home --> My Records --> Licenses** (click arrow to expand) and your business license account(s) will display. Click on **"Renew Application"** under Action. Proceed to Step 4.
4. **License Renewal:** The final step is the renewal process. You must enter your gross receipts, upload documents in PDF format, and pay the occupation tax via credit card (**Visa or MasterCard only**).

*The Business License Division will review your submission. Your Occupation Tax Certificate/Business License Certificate will be issued upon verification of payment and all required documentation.*



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## A COMPLETE BUSINESS RENEWAL PACKAGE CONSISTS OF:

**NOTE:** The Renewal and the above-mentioned affidavits must all be signed by the same person, and submitted with a copy of the Signer's Secure and Verifiable Document (examples below).

- Citizenship Affidavit** - Check only one option. The affidavit must be signed in the presence of a Notary Public who must sign and affix their notary seal.
  - If you are a US citizen, please check only that line
  - If you are a permanent resident, qualified alien or non-immigrant, please check the appropriate line and provide a copy of the front and back of the Signer's immigration card or other document, i.e. I-551, I-766, Visa, I-94, unexpired foreign passport, etc.
- Private Employer Affidavit** - This affidavit applies to the number of employees **COMPANY-WIDE**: The affidavit must be signed in the presence of a Notary Public who must sign and affix their notary seal.
  - If the company has **MORE THAN 10** employees, please complete **Section 1(A) AND Section 2**
  - The company's e-verify number is **REQUIRED**. (If you do not have an E-Verify number, visit [www.uscis.gov](http://www.uscis.gov) and click on E-Verify.)
  - If the company has **10 OR FEWER** employees, please complete **Section 1(B) ONLY**.
- Secure and Verifiable Documents (SVD)**: Copy of Signer's Driver's license or Passport **AND** Immigration documents if not a U.S. Citizen, i.e. copy of I-551, I-766, Unexpired Foreign Passport, I-94, etc. (front and back)
- Financial documentation** - Acceptable reports include, but are not limited to, Georgia Sales and Use Tax returns for this location, IRS Tax returns for 2022, if available, in house sales reports, Profit & Loss Statements, or an affidavit from your accountant.

**YOUR OCCUPATION TAX CERTIFICATE/BUSINESS LICENSE WILL NOT BE ISSUED UNTIL ALL DOCUMENTS ARE RECEIVED.**

If you would prefer to renew in person or by mail, you may e-mail your request to [blrenewal@cobbcounty.org](mailto:blrenewal@cobbcounty.org) and we will be happy to send you a copy of your renewal packet.

*No Longer in Business? [Click Here to submit your Business License cancellation request.](#)*

### ATTENTION OWNERS OF RENTAL OR LEASED REAL PROPERTY:

If you own real property in unincorporated Cobb County that is rented or leased to another person or entity, you are not required to pay occupation taxes or business license fees to Cobb County in connection with that property if you can provide to the Cobb County Business License Division evidence (e.g., supporting documentation or affidavits (s)) that:

(1.) Your only activities at that property involve showing the property to prospective tenants or lessees and/or performing maintenance or repairs to such property;

**AND**

(2.) You maintain an office or location (which is a structure or vehicle where a business, profession, or occupation is conducted and is not a temporary or construction work site which serves a single customer) outside unincorporated Cobb County but within the State of Georgia **OR** you provide to the Business License Division proof of payment of a local business or occupation tax in another State which purports to tax your sales or services in the State of Georgia.

If you provide evidence that you meet the above criteria, you are not required to pay Cobb County occupation taxes or business license fees in connection with your rental property. However, you may be required to register your rental property location with the Business License Division and obtain a business registration certificate at no charge.

### RIGHT OF APPEAL:

All administrative decisions made by the Business License Division regarding applications for licenses, transfers, renewals, changes in ownership, or other matters affecting such licenses or occupation tax certificates, including attempts by the Cobb County Business License Division to impose or collect occupation taxes or business license fees, may be appealed to the Cobb County License Review Board. To be considered, all appeals must be submitted on appeal forms provided by the Business License Division. For more information on your right to appeal, please contact the Business License Division at (770) 528-8410 and/or consult Section 6-90 *et seq.* of the Official Code of Cobb County.