

OBTAINING A CERTIFICATE OF OCCUPANCY

BUSINESS LICENSE APPLICATION

Before a business license can be released, a **Certificate of Occupancy (CO) will need to be issued to legally occupy the space**. The CO process allows for safety inspections of a property between tenant use and to ensure the type of business meets all current regulations of occupancy. If no renovations are necessary for the intended use, the applicant can apply for the **Tenant Move-In Application** described below (*The fee of \$140 for this permit is separate from the fee for the business license*). If renovations are necessary, your licensed General Contractor (GC) will need to apply for and complete the appropriate building permits.

ALL NEW BUSINESS LICENSE applicants not doing construction, please follow these directions:

- Verify your address (INCLUDING SUITE NUMBER) at <https://www.mariettaga.gov/183/Property-Search-Tool>. Next, create an account at www.SagesGov.com/marietta-ga. All documents are accepted digitally – we do not accept paper.
- Login to Sages and go to the **HOME** tab, select the application tile labeled **Tenant Move-In Permit Application** under the heading **Public Works – Building**.
- Upload the four required digital pdf documents in the **Application**:
 - A diagram/drawing of the space to be occupied to include; **doors, walls, windows, and exits. Label the function of each space and include the address of the location.**
 - A statement of use letter to include: **the address of the space, what the use of the space will be, normal hours of operation, contact information, a clear statement that no construction work will be done to the space, signed, and dated, and resubmit application.**
 - A copy of the applicant's driver's license.
 - A copy of the applicant's business license application.
- Once submitted and accepted the Tenant Move-In application will be reviewed. This process takes 3-5 business days.
- When review is completed, and fees are paid for the Tenant Move-In permit - your permit will be issued (emailed to the applicant).
- Once your permit is issued you must schedule your two inspections in SagesGov within **30 days**.
 - Fire 100% **(Include a two-hour window in comments noting**
 - Building Final **the time location will be open for inspection)**
- 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. You must obtain the Certificate of Occupancy and the business license by mail to legally operate.

If you have questions or need assistance with this process, email the Building Department at buildinginspections@mariettaga.gov.

Or call the Permit Technician at (770)794-5454.