

# **OBTAINING A CERTIFICATE OF OCCUPANCY**

## **BUSINESS LICENSE APPLICATION**

All applicants **MUST** complete the tenant move-in and obtain a Certificate of Occupancy **BEFORE** moving into your location. Your business license will not be approved until this is completed. Failure to complete this process may result in a citation being issued.

**ALL NEW BUSINESS LICENSE applicants, please follow these directions:**

You will need a Certificate of Occupancy to legally occupy the space. Verify your address (INCLUDING SUITE NUMBER) at <https://www.mariettaga.gov/183/Property-Search-Tool>. New alpha suites will not be allowed. All documents are accepted digitally – we do not accept paper. Visit [www.SagesGov.com/marietta-ga](http://www.SagesGov.com/marietta-ga)

- If not already created, you will need to create an account.
- 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 review is completed, and fees are paid - your permit will be issued (emailed to the applicant).
- Once your permit is issued you can schedule your inspections in Sages Gov; 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. Your business license application will be approved upon issuance of the Certificate of Occupancy.

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