

City of Kennesaw Business License

2529 J. O Stephenson Ave

Kennesaw, GA 30144

Phone – 770-424-8274 Fax – 770-429-4559

Web site: www.kennesaw-ga.gov

Change of Business Name and/or Location

1. The applicant must complete a City of Kennesaw Occupancy Permit Application and pay the fee of \$60. The City of Kennesaw Building Services Department will issue a new Certificate of Occupancy and forward to the City of Kennesaw Business License Department.
2. The applicant must complete the Occupational Tax Name/Address Change Form. The City of Kennesaw Business License Department will issue a new Occupancy Tax Certificate (Business License) after receiving the new Certificate of Occupancy. The applicant shall pay a change fee of \$10.



CITY OF KENNESAW BUSINESS LICENSE OFFICE

2529 J.O. STEPHENSON AVENUE, KENNESAW, GEORGIA 30144

(770) 424-8274 (OFFICE) (770) 429-4559(FAX)

www.kennesaw-ga.gov

OCCUPATIONAL TAX NAME/ADDRESS CHANGE FORM

\$10.00 fee

DATE _____ ACCOUNT # _____

CIRCLE ALL THAT APPLIES: NAME CHANGE ADDRESS CHANGE HM OCC/COMMERCIAL

CURRENT NAME OF BUSINESS _____

CURRENT BUSINESS ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

MAILING ADDRESS IF DIFFERENT _____

NEW BUSINESS NAME _____

NEW BUSINESS ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ FAX _____

EMAIL _____

TYPE OF BUSINESS _____

A NEW OCCUPANCY PERMIT APPLICATION MUST ALSO BE SUBMITTED TO THE CITY OF KENNESAW BUILDING SERVICES DEPARTMENT.

SIGNATURE OF BUSINESS OWNER PRINT OWNERS NAME DATE

LEGAL OWNER OF PROPERTY

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

OFFICE USE ONLY

ZONING TYPE _____ CERTIFICATE OF OCCUPANCY _____

PAYMENT RECEIVED _____ PAYMENT TYPE _____ DATE _____



Office Use Only Date Received: _____ Staff Initials: _____

CERTIFICATE OF OCCUPANCY (CO) PERMIT APPLICATION PROCESS (STEPS 1-7)

This permit does not allow changes to structure or construction work to be done that would require permits by a licensed Contractor (plumbing, heating, electrical, building, etc.).

Step 1	<p>Fill out all fields below in Step 1. If Step 1 is incomplete, Step 2 cannot be processed.</p> <p>APPLICANT NAME: _____ E-MAIL: _____</p> <p>BUSINESS NAME: _____ APPLICANT PHONE: _____</p> <p>BUSINESS ADDRESS: _____ SQUARE FOOTAGE: _____</p> <p>WHAT IS THE USE OF THE BUSINESS?: _____</p>
Step 2	<p>E-mail this application to Kennesaw Planning and Zoning (dsimmons@kennesaw-ga.gov) for verification of use (770-590-8268). This may require up to 5-days for review to ensure your business use meets requirements for the location.</p> <p>LAND LOT/PARCEL: _____ ZONING: _____ IS USE ALLOWED? YES _____ OR NO _____ STAFF: _____</p>
Step 3	<p>If Step 2 is approved by Zoning, then submit your completed Business License Application via e-mail to dcox@kennesaw-ga.gov or in person to the Business License Office at the City Hall Main Entrance. Also, verify that no other approval/information (ex: alcohol sales) is needed prior to the CO being issued. Please call (770) 429-4540 with any questions relating to this step. If you have already submitted your Business License Application, proceed to Step 4.</p>
Step 4	<p>A Contact the Cobb County Fire Marshal's Office http://www.cobbfire.org/</p>
	<p>B (If applicable) www.cobbanddouglaspublichealth.com and obtain their procedures only if proposed business use pertains to food service, salons or medical facility.</p>
	<p>C Per Cobb County Fire Marshal's Direction – check one:</p> <p><input type="checkbox"/> NAME/OWNER CHANGE (where the use of business remains the same and no construction is occurring) – Complete the CCFM Information Change Form found on their website at: http://www.cobbfire.org/. Once approved by both agencies, verification will be sent by them to the City of Kennesaw.</p> <p><input type="checkbox"/> NEW BUSINESS USE – Make an appointment to take copies of floor plan (drawing of space you are occupying) to them for approval. They will give you direction on what needs to be on the plan and if there are any fees due for their review. Go to their website, http://www.cobbfire.org/, to obtain the Cobb County Commercial Permit Application.</p>
Step 5	<p>Apply for CO Permit on City's website. Use link below to apply. When applying, you will need to upload your commercial application (provided by CCFM), approved floor plan and (if applicable) health department approval. Once submitted, you will be issued a permit number. Please allow 24-hours for us to contact you for payment (Visa or MasterCard only). Apply for CO here: https://kennesaw.portal.iworg.net/KENNESAW/new-permit/600/722</p>
Step 6	<p>Schedule on-site inspections of your space. Building Services (770-429-4554) can schedule for the next appropriate business day after permit is issued. Applicant will be responsible for scheduling all other inspections required and supply the agencies (in Step 4) with their permit number as necessary.</p>
Step 7	<p>Certificate of Occupancy issued to Business License Department. After all inspections have been approved and received by Building Services (CCFM will send us this via email), WITHIN 5-BUSINESS-DAYS FROM LAST APPROVED INSPECTION, the CO will be prepared and given to Kennesaw Business License Department for processing of business license. After 5-business-days, you may contact the Business License Department at 770-424-8274 to inquire about fees and also when the business license and CO will be available.</p>