

# Opening a business in the City of Acworth?

Use this checklist.

**Most importantly** – is the business in the city limits? Find out [HERE](#).

For a City of Acworth **BUSINESS NAME CHANGE OR CHANGE OF OWNERSHIP** – An [Information Change Form](#) is required by the Cobb Fire Marshal with the Business License Application Process remaining the same.

## New Business Fire/Water Approval Process

1	Email <a href="#">Zoning</a> to verify land use/zoning approval - subject line should be the address & body of email should include what type of business will be conducted.
2	After Approval from Zoning – Download Cobb Fire Marshal <a href="#">application</a> .
3	Send completed fire marshal application to <a href="#">Cobb Water</a>
4	When application is returned/approved by Cobb Water send it to Cobb Fire Marshal along with plans(drawings) & schedule an on-line plan review ( <a href="#">Create Account</a> ).
5	Cobb Fire Marshal will email approval with stamped plans.
6	Email stamped plans & approved application to <a href="#">Building</a> <ul style="list-style-type: none"><li>• Simultaneously remit Business License application to Customer Service.</li></ul>
7	Building will contact with approval - at which point schedule a Cobb Fire Marshal <a href="#">onsite Inspection</a> (use same account as created for plan review).
8	After Cobb Fire Marshal onsite approval – they will send a Release to Building – Building will contact to schedule a final walk-through.

If at any point during this process there is a denial – the process cannot continue until the issue/problem has been resolved and an approval is received.

## Business License Application Process

**Items 1-6 MUST be provided or application will not be accepted.**

1	Completed <a href="#">application</a> . Each question must be answered and all six pages submitted.
2	Provide a copy of a Secure and Verifiable Document such as a driver's license, passport, or other document from the <a href="#">Department of Revenue website</a> .
3	Approved stamped plans from Cobb Fire Marshal (item 6 above).
4	Site plan showing parking.
5	Copy of Federal Tax Certificate(EIN), W9 or Social Security Number as applicable.
6	Copy of the Articles of Incorporation including officers. (Corporation, LLC, or Partnership)
7	Copy of State Sales and Use Tax Certificate, if applicable
8	Copy of State Licensure (cosmetology, physician, massage therapy, attorney, etc.)

**\*Additional documentation may be required for certain types of licenses\***