CITY OF SMYRNA
3180 ATLANTA ROAD
P.O. BOX 1226
SMYRNA, GA 30081

BUSINESS LICENSE INSTRUCTIONS

Welcome. We are delighted you have chosen the City of Smyrna for your business. Should you need assistance, please call (678) 631-5321 or fax us at (770) 431-2814.

Though you may have filed an application for your business license, which is required prior to operating in the City, you may need to contact other departments for specific services. Please refer to the following list:

1. Utility Services: For water, sewer, and sanitation call (770) 319-5338.

2. Community Development Department: For information regarding **sign permits**, zoning, building construction and repair permits, air conditioning and heating inspections, building inspections, plumbing and electrical inspections call (770) 319-5387.

Many portions of the City are governed by specific architectural standards. Please contact the Community Development Department before performing any work (painting, signage, interior remodel, etc.) to your building.

New construction or renovation completed prior to a business occupying a building shall meet all code requirements for permits and licenses. Further, a Certificate of Occupancy shall be issued prior to the business beginning operation. To summarize, each business shall be in compliance with all aspects of the City of Smyrna Code prior to beginning operation in the City.

3. The City of Smyrna Fire Prevention Bureau will do fire safety inspections one to two times per year. If you have any questions regarding fire prevention, call (770) 319-5373.

4. Food Service or Restaurant Assistance: Call Cobb County Environmental Health at (770) 435-7815.

5. Tax I.D. Number: Call the State of Georgia at (404) 417-4490.

Please note! This PDF file is a fillable form that you can complete online in your web browser or in Adobe Acrobat Reader. Once you complete the form, print a hard copy for submission to the City of Smyrna.

CITY OF SMYRNA
3180 ATLANTA ROAD
P.O. BOX 1226
SMYRNA, GA 30081
(678) 631-5321 or FAX # (770) 431-2814

Name of Business:_____ Phone: (_____)_____

Business Address: _____
Number/Street Suite #

_____
City State Zip

Mailing Address:_____
Number/Street Suite #

_____
City State Zip

Applicant/Owner: _____ Phone: (_____)_____

Check One: ○ Applicant ○ Owner Number of Employees: _____

Residential Address of Applicant: _____
Number/Street City State Zip

Federal Tax ID Number: _____ Social Security Number: _____

Driver's License Number: _____ Date of Birth: _____

Check One: ○ Proprietorship ○ Partnership ○ Foreign ○ Corp-Domestic

Full Description of Business: _____

_____

President:_____ Vice President: _____

Secretary:_____ Treasurer: _____

DOLLAR AMOUNT OF TOTAL GROSS RECEIPTS: _____

Will there be renovations of any kind, inside or outside the structure? ○ Yes ○ No

If yes, describe renovations:_____

Will the outside of the building be painted? ○ Yes ○ No If yes, colors must be muted earth tone.

I hereby affirm that I am a legal resident of the United States, and further acknowledge that periodically, the Smyrna Police Department will verify information contained in the license application. I further affirm that I will adhere to the provisions of the Immigration and Nationality Act, as amended, by verifying the identity and employment eligibility of all employees hired after November 6, 1986 and that I will complete and maintain Form I-9 for all employees as required by this act.

_____ _____
SIGNATURE OF APPLICANT DATE

_____ _____ _____
FIRE MARSHAL **BUILDING INSPECTOR** **SIGN MARSHAL**

*****Sign Permits are required when changing copy area on existing signs, installing new signs, and for displaying banner or other temporary signs. Please check with the Community Development Department before installing any signs or displaying temporary signs at (770) 319-5387.*****

SMYRNA POLICE DEPARTMENT
911 COMMUNICATIONS DIVISION
2646 Atlanta Road
Smyrna, Georgia 30080

Dear Smyrna Business Owner/Manager:

In the City's continuing efforts to provide the highest level of public safety services both during and after your business hours, please provide the following information:

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____

AFTER HOURS BUSINESS PHONE: _____

NORMAL BUSINESS HOURS: _____

LEGAL OWNER OF BUILDING: _____

LEGAL OWNER'S ADDRESS: _____

_____

Please list in preferred order of contact those persons to be notified of an emergency after normal business hours:

Name:	Home Phone Number	Cell or Pager Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Please answer the following questions by selecting the proper circle. If you do not know the answer, please leave it blank.

Does you business have an alarm system? ○ YES ○ NO

What type of alarm do you have?

BURGLARY ○ SILENT ○ AUDIBLE

FIRE ○ SILENT ○ AUDIBLE

HOLDUP ○ SILENT ○ AUDIBLE

Do you have a monitoring service for your alarm system? ○ YES ○ NO

If YES please list the name and phone number _____

_____

Does your business have a fire sprinkler system? ○ YES ○ NO

Does your business have a Knox box installed? ○ YES ○ NO

Does SARA Title III (toxic waster) apply to your business? ○ YES ○ NO

NAME	QUANTITY
_____	_____
_____	_____
_____	_____

If necessary, please continue the list on a blank sheet of paper and enclose with this form.

The information you have provided will remain confidential and will not be made available to the general public. This information will be used to assist Police, Fire, and Medical personnel should an incident occur on your property.

Please contact the Communications Division at (770) 434-6666 should the information contained herein change.

Your assistance is appreciated.

THE OCCUPATION TAX CERTIFICATE WILL NOT BE ISSUED OR RENEWED WITHOUT COMPLETION AND NOTARIZATION OF THIS FORM!

Affidavit of Compliance with O.C.G.A. 50-36-1 "Verification of Lawful Presence within the United States."

O.C.G.A. 50-36-1 requires that applicants applying for such things as licenses for public benefits complete a signed and sworn affidavit verifying the applicant's lawful presence in the United States. Therefore, the applicant must answer the following questions:

The applicant is a United States citizen or legal permanent resident at least eighteen (18) years old.

____ YES ____ NO *IF NOT:*

The applicant is a qualified alien or nonimmigrant under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, at least eighteen (18) years old, and is lawfully present in the United States. *A photo static copy of the applicant's alien card issued by the Department of Homeland Security or other federal immigration agency must be included with this document.*

O.C.G.A. 50-36-1 states that "Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement of representation in an affidavit executed pursuant to this Code section shall be guilty of a violation of Code Section 16-10-20."

I declare, under penalty of law, that this affidavit has been completed by me and is true and correct.

_____

Signature Title Date

(Must be signed by applicant. If the applicant is a corporation, must be signed by an officer of the corporation. **A STAMPED SIGNATURE IS NOT ACCEPTABLE**.)

I hereby certify that _____ is personally known, or verified by me, that the applicant signed this application after stating to me his or her personal knowledge and understanding of all statements and, under oath actually administered by me, has sworn that the statements and answers contained in this affidavit are true.

This _____day of _____, 20__ _____

Notary Public

AFFIX SEAL

All applicants must attach a copy of a secure and verifiable document as defined in O.C.G.A. 50-36-2. Such documents include a valid Georgia issued Driver's License or ID Card, a valid Driver's license issued by another State or an identification document issued by the United States Government.

NOTICE OF CITY OF SMYRNA
HANDBILL ORDINANCE
(ORDINANCE NO 66-9 & 66-9.1)

If you plan to use flyers or handbills to advertise your business, please be aware of the following restrictions in the City of Smyrna.

1. No material may be left at residents displaying a City of Smyrna Handbill Ordinance sticker. The stickers are green in color, approximately the size of a quarter, and display the word "Handbill" with a slash mark through it. They should be found on the lower right corner of the mailbox door.

2. No flyers or handbills may be left on any unoccupied vehicle; however, you may hand material to the occupant of a vehicle if they are willing to accept it.

3. Material may not be left at an uninhabited building.

4. Any material left at a residence must be secured from being blown or drifted about.

5. It is against federal law to leave material in or on someone's mailbox or mailbox post in such a way as to restrict postal service.

Thank you for your compliance. Violators face a misdemeanor charge for each piece with a fine of up to $1000.00. The purpose of the ordinance is to prevent litter and to prevent signaling burglars and vandals that a residence is unoccupied. The ordinance has been extremely popular with citizens since it went into effect. If you have any questions about the ordinance, please call Smyrna Clean and Beautiful at 770 431 2863. Stickers are still available.