

**CITY OF SMYRNA
3180 ATLANTA RD
SMYRNA, GA 30080**

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 a fire safety inspection as part of the business license application. Please refer to the last page of this application for inspection requirements. If you have any questions regarding fire prevention, call (770) 319-5371.
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 RD
SMYRNA, GA 30080
(678) 631-5321 or FAX # (770) 431-2808**

Name of Business: _____ Phone: (____) _____

Business Address: _____

Number/Street

Suite #

City

State

Zip

Mailing Address: _____

Number/Street

Suite #

City

State

Zip

Applicant/Owner: _____ Phone: (____) _____

Email: _____

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

PLANNER

BUILDING INSPECTOR

FIRE MARSHAL

ENVIRONMENTAL TECHNICIAN

*****Sign Permits are required when changing copy area on existing signs, installing new signs, and for displaying banners 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 your 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 waste) 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 fliers 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 \$1,000.00. 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 Environmental Services at (770) 431-2863. Stickers are still available.



City of Smyrna Fire Marshal's Office

3180 Atlanta Rd.

Smyrna, Georgia

Phone (678) 631-5371

Business License Inspection Checklist

Address Identification: Must have numbers legible and visible from the street. Numbers shall be a minimum of **4 inches high**.

Extinguishers: Must have a minimum of **1- 5 pound ABC Extinguisher** per **3,000 square ft**. Extinguishers must be mounted and must have an up to date inspection tag from a fire extinguisher company. There are many local extinguisher companies in the area that you can call for help with this. Extinguishers will need to be inspected on an annual basis.

Exit Signs and Emergency Lighting: If the business currently has Exit signs that require batteries, **you must maintain** these signs and keep batteries changed out so signs will be lighted. Regular non lighted Exit signs may be put up if no Exit signs are currently present. If you currently have Emergency lighting in the business **you must maintain** these lights so they are operable.

Electrical Panel: You must have a door covering the Electrical Panel and there shall be no open areas where a circuit breaker may have been previously. If you have open areas you can go to a home repair warehouse to get a blank to put in place of the old circuit breaker. You must maintain 36 inches of clearance around the panel.

Sprinkler System: If the business has an existing Sprinkler System it must be currently Green tagged with a current inspection tag by a sprinkler repair company. If you do not own the building the landlord should keep this maintained, so consult with them on this. This needs to be inspected on an annual basis.

Knox Box: If the building has an existing Sprinkler System or a Fire Alarm System the building is required to have a Knox Box for after-hours Fire Dept. access. The tenant must provide an updated key in the Knox Box. We can assist you in placing the key in the box while conducting the inspection. Please call for any questions regarding the Knox Box.

Extension Cords: **No Extension Cords** are to be used for any permanent wiring source. **No Extension Cords** are permitted where people will be walking on them.

Kitchens: If you are operating an establishment that will be cooking, you are required to keep the hood system cleaned by an NFPA approved company monthly, quarterly, or semi - annually depending on grease build up. The fire suppression system needs to be inspected every 6 months by a technician. Also, you must have a **Class K Extinguisher** in the kitchen that has to be inspected by a technician annually.

Dryer: If your business has a dryer for drying clothes or garments, you must have the vent that leads outside inspected and cleaned annually.

Please follow this list to be sure you are ready for your Business License Inspection. A re-inspection fee can be applied if the Inspector has to come out more than two times.

If you have any questions please call 678-631-5371.