



3. In the next menu, under "Commercial", select "Certificate of Occupancy for Business License (no construction)". Then click "Continue".

Select a Permit Type

Choose one of the following available permit types. If you do not see your desired permit type or application type listed below please contact the department.

NOTE: For Permit types that require a permit fee, *the* fee must be paid before the permit is issued. *The* permit fee is assessed and paid at the end of *the* process.

- [Commercial](#)
 - ☐ Building
 - ☐ at> ower Booster Installatio
 - ☐ @ Certificate or Occupancy for Business License no **construction**
 - ☐ Gas Line Pressure Test (Reconnect Only) **NO**

Residential

- ☐ Basement Remodel
- ☐ Building (any single-family structure)
- ☐ Deck
- ☐ Electrical
- ☐ HVAC Replacement
- ☐ Permit Extension Or Renewal Request
- ☐ Water Heater Replacement

- [Repairs](#)
 - ☐ Fire Damage
 - ☐ Miscellaneous Damage
 - ☐ Storm Damage

Registration

- ☐ Cell Tower
- ☐ Foreclosure
- ☐ Oversized Sign
- ☐ Vacant Structure

- [Amateur](#)
 - ☐ Subcontractor Affidavit

[Continue](#)

4. Read the following prompt to make sure that this type of application is right for what you are trying to do. If this matches your intent, click "Continue".

5. Fill In the required information. Be sure to verify the address by clicking the search button. You can also use your parcel number if you have that available to you. Once everything is filled in, click "Continue" at the bottom of the page.

It is recommended that you only fill in the first 3 or 4 letters of the street name.

Step 1: Certificate of Occupancy > Applicant Details

Show Map To Select location

Address of Business

- Provide the business location.
- No abbreviations. Do not include street type. Ex: "langley" not "langley Dr"; "W"

• Street No: • Street Name:

Search

Clear

Parcel

• Parcel Number: Lot: Block:

Search

6. Fill in the following form with the required information about your business, then click "Continue".

7. Review your information to make sure everything is correct. If everything looks correct, click "Submit".

NOTE – ONCE THE FIRE MARSHAL DOES THEIR INSPECTION YOU WILL BE EMAILED BY THE FIRE MARSHAL THE CERTIFICATE THAT THE CITY OF SNELLVILLE REQUIRES TO BE BROUGHT IN.