CHATHAM COUNTY
DEPARTMENT OF BUILDING SAFETY AND REGULATORY SERVICES
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https://buildingsafety.chathamcountyga.gov/

“TEAM BUILDING SAFETY”
1117 Eisenhower Drive, Suite D
Savannah, GA 31406

DEPARTMENT OF BUILDING SAFETY AND REGULATORY SERVICES

Occupational Tax Team

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Gregori S. Anderson, CBO
Director

Clifford Bascombe, CBO
Assistant Director

Marcus Lotson
Assistant Director
1. All Applicants must complete a Occupational / Business Tax Application.

2. All applications must be fully completed and returned with supporting documents; INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

3. Submit the following documentation and information to the Occupational Tax Division located at 1117 Eisenhower Drive, Suite D, Savannah, GA 31406 (Attn. Business License):
   - Completed application
   - Copy of Driver’s License or State ID
   - Incorporation Certificate (required if business is incorporated or LLC)
   - Notarized Private Employee Affidavit (E-Verify)
   - Notarized Affidavit Verifying Status (Copy of citizenship card, front & back)
   - Notarized Homeowner’s Affidavit (Home base businesses only)
   - Food Service Permit (restaurants, etc contact Health Dept 912-356-2160)
   - Proof of Location (utility bill, lease, etc.)
   - Property Identification Number P.I.N. (call Tax Assessors Office: 912-652-7287)
   - Copy of State License (contractors, daycare, electrician, physicians, etc)
   - All applicable fees
   - Food Service Permit (restaurants, etc contact Health Dept 912-356-2160)
   - Property Identification Number P.I.N. (call Tax Assessors Office: 912-652-7287)
   - Copy of State License (contractors, daycare, electrician, physicians, etc)
   - All applicable fees

4. Applications subject to all necessary approvals by Zoning, Fire Inspector, Police Chief, etc. (handled by staff).

5. Applications may take up to 7 -14 business days for approval.

Guideline

Business: Any person, corporation, partnership, or other legal entity, which exerts substantial efforts within the unincorporated limits of Chatham County, engages in, causes to be engaged in, and/or represents or holds out to the public to be engaged in any occupation or activity with the object of gain or benefit, either directly or indirectly. Requires a Business Tax Certificate within 30 days of commencing business activity.

Fees are determined using the North American Industry Classification System (NAICS): https://www.census.gov/naics/ Class Codes. Clerk will assist in finding the correct Business Code Class.

For new businesses, applicants estimate their gross receipt bracket using the Business Tax Schedule. The Bracket and Class will determine the fee.

New Tax Certificates issued between July 1 and December 31 are prorated to one-half (½) of the yearly rate.

Administrative fees, Regulatory fees, and businesses designated as seasonal are NOT pro-ratable.

Flat Fee: Certain Practitioners of the Professions may elect to pay $400 per practitioner in lieu of reporting and paying a tax on profitability ratio. (Attorney; physician; osteopath; chiropractor; podiatrist; dentist; optometrist; psychologist; veterinarian; landscape architect; marriage and family therapist, social worker, and professional counselor).

Checks, cash, credit cards or money orders accepted. Checks payable to Chatham County. Cashier closes at 4pm.

Chatham County Department of Building Safety and Regulatory Services Mission Statement:

“To safeguard the general welfare of the citizens of Chatham County through the timely issuance of permits, inspections, tax certificates and animal tags; and the professional administration of State and County laws and ordinances.”