

**CHATHAM COUNTY  
BUSINESS TAX APPLICATION REQUIREMENTS**

The following documentation, if checked, will be required before your application can be approved and processed.

**REQUIRED DOCUMENTATION**

- P.I.N. [Property Identification Number]:** Found on your property tax bill or call the Tax Assessors Office: (912) 652-7271 <http://boa.chathamcounty.org/Home/SearchPropertyRecordCards.aspx>
- State License:** If required, included in package
- Homeowner's Affidavit:** Required if business location is in the home
- Food Service Permit:** Contact Health Department (912) 356-2160 (prepared food)
- Incorporation Certificate:** Required if business is Incorporated or LLC  
(*Certificate Page Only*)
- Department of Agriculture:** If required, contact (912) 963-2500  
(*seafood, meat, fruit & vegetables, live plants, pet dealer*)
- Change of Ownership:** Required for business ownership change. Completed by former owner.
- Proof of Location:** Signed lease, utility bill, mortgage note, and/or letter of authorization (*along with utility bill*) from homeowner, etc. (**In applicant's/Business name**)
- Copy of Driver's License / State ID/ Passport** (apply applicant)
- Notarized Affidavit Verifying Status for County Public Benefit Application**
- Notarized Private Employer Affidavit (E-Verify):**  
Ten or more employees complete the entire form & ten or less: write "*Exempt*" and sign.

**\*\*ALL AFFIDAVITS MUST BE COMPLETED & SIGNED BY APPLY APPLICANT\*\***

**\*CASHIER CLOSSES AT 4:00 P.M. DAILY\*  
NO CASH PAYMENTS OVER \$100.00 ACCEPTED**

**Building Safety website:** [www.buildingsafety.chathamcounty.org](http://www.buildingsafety.chathamcounty.org) Phone: (912) 201-4302

**GA sales tax or LLC information:** Department of Revenue (912) 356-2394 or <https://etax.dor.ga.gov/>

**Corporation Information:** GA Secretary of State (404) 656-2817 <http://www.sos.georgia.gov/>

**Police Department:** Approval required before business tax certificate may be issued for certain business classifications, including, but not limited to: Alcoholic beverages, Sunday sales, Escort or dating service, Gun sales, Pawn brokers, Loan or Mortgage brokers, Detective agency or security guard service, All transient merchant & peddlers, gold and precious metal dealers