

Occupational Tax Team



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CHATHAM COUNTY

DEPARTMENT OF BUILDING SAFETY
AND REGULATORY SERVICES

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Savannah, GA 31412-8161

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<http://buildingsafety.chathamcounty.org>

DEPARTMENT OF
BUILDING SAFETY
AND REGULATORY
SERVICES

Occupational Tax



Special Event
Permit Information

"TEAM BUILDING SAFETY"

1117 Eisenhower Drive, Suite D
Savannah, GA 31406

Guideline for Fees

Special Event	\$100.00 per day
Application Fee (non-refundable)	\$25.00 (not exempt)
Vendor Fee:	\$10.00 per day

Special Event with Alcoholic Beverages:

Application Fee (non-refundable)	\$25.00(not exempt)
Ad Fee (non-refundable)	\$15.00(not exempt)

Beer	\$100.00 per day
Wine	\$100.00 per day
Liquor	\$100.00 per day

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

Special Event Permit

All applications must be submitted **4-6 weeks** prior to the scheduled event to allow appropriate required time for processing, approval and issuance of permit. *(Excluding Alcohol, requires 8 weeks prior to scheduled event).*

Pre-Approvals Required (handled by staff):

- Zoning Administrator
- Police Department
- Public Works
- Engineering Dept (for road closures)
- County Manager
- Board of Commissioners (alcohol only)

Health Department (if serving food): **Must** obtain Food Service Permit prior to applying (912-356-2160)

Special Event with Alcoholic Beverages

Any temporary Special Event for which dispensing of alcoholic beverages is requested must meet the following criteria:

- Sponsored by a private non-profit organization as classified by the IRS, and no less than 80% of the proceeds of the event must benefit the sponsoring non-profit organization (**fill out Waiver of Fees request & submit proof**), or;
- Sponsored by a for-profit business, applicant must possess a valid Chatham County Tax Certificate or valid license from a Chatham County municipality for the sale of alcoholic beverages for on-premises consumption, and;
- Food must be served during any period of time that alcoholic beverages are served, and;
- The event hours must be **between 8am – 11pm Mon through Sat; 12:30pm – 11pm on Sun**
- Permit holders must comply with all State statutes and County Ordinances governing the dispensing of alcoholic beverages including but not limited to hours of operation, setback requirements and noise limitations.
- Special Event can last a maximum of five (5) calendar days and the applicant will **Not** be eligible for a Special Event License more frequently than **once every six (6) months**.

Process

1. All applicants must be fingerprinted at the SCMPD Forensic Unit located on 295 Police Memorial Drive off Chatham Parkway **between 1:30pm and 4:30pm Tuesdays and Thursdays only** (912-652-6643).

Process (cont)

2. The following items must be submitted:
 - Completed & notarized application (**Notary available**)
 - SCMPD Fingerprint Notification
 - Copy of Driver's License or State ID
 - Affidavit verifying Status
 - All applicable fees (**see Fee Guideline**)
3. Subject to all necessary approvals by Zoning, Fire Inspector and Police Chief.
4. Once approval is granted, an ad will be placed by staff in the Savannah News.
5. You will then receive written notification for a date to appear at the County Commission Board for final approval.
6. Applications could take up to **45 days** for approval.

Parade and Public Assembly Permit

Public assembly means any meeting, demonstration, picket line, rally or gathering of persons for a common purpose as a result of prior planning that interferes with the normal flow or regulation of pedestrian or vehicular traffic or occupies any public area in a place open to the general public.

- Requires Parade and Public Assembly Permit Application
- An Indemnification and Hold Harmless Agreement must be signed and notarized
- Affidavit Verifying Status
- Copy of valid state issued identification
- Final approval by County Manager

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."