



Chatham County ~ Department of Building Safety & Regulatory Services
Occupational Tax Division ~ P.O. Box 8161, Savannah, GA 31412-8161
Physical Address: 1117 Eisenhower Drive, Suite D, Savannah GA 31406
Office: 912-201-4300 | Fax 912-201-4301 | <https://buildingsafety.chathamcountyga.gov/>

Occupational Tax Renewal Application

Acceptance of payment by Chatham County does not constitute final approval of the business tax application. This application is subject to all necessary approvals. Said business tax fee shall be refunded in the event that final approval is not granted. (\$75 Admin. Fee is non-refundable). **All Renewals are due annually, on or before March 1st.**

Occupational Tax Certificate Number: _____

Calendar Year: _____

Class Code: _____

1. Type of Certificate: ☐ **Renewal** ☐ **Amend** (Business location & mailing address **ONLY**)

2. Applicant's Name on File:

Name: _____
Your relationship with this business: ☐ **Manager** ☐ **Officer** ☐ **Registered Agent** ☐ **Sole Owner**

Contact Phone: _____ Cell Phone: _____ Email: _____

Driver's License Number _____ Expiration: _____ State: _____

3. **Business Information:** ☐ **Individual** ☐ **Corporation (INC., LLC)** ☐ **Partnership**

Corporation Name: _____

Advertised Business Name: _____

Business Address: _____ City: _____ State: _____ Zip Code: _____

Business Phone: _____ Other : _____ Email: _____

4. **Mailing Address:** _____ City: _____ State: _____ Zip: _____

5. **Type of Business:**

Dominant Activity _____ Secondary Activity _____

6. **E-Verify #** _____ **OR EXEMPT** ☐

☐ **I Elect to pay a \$400 Flat Tax in Lieu of Reporting profitability ratio bracket and paying a tax based on profitability ratio.**

Certain **PRACTITIONERS OF THE PROFESSIONS** may elect to pay **\$400 per practitioner** in lieu of reporting and paying a tax on profitability ratio. Check the list of professions on the back of this form to determine eligibility for this option. If you are eligible, and if you and all members of your firm elect to pay the flat per-PRACTITIONER tax this year, check below submit your payment with this return. (See Back)

7. **Enter Number from
Tax Schedule**

BRACKET #

Fee Amount From Tax schedule \$ _____

*** LATE FEE** \$ _____

***** _____ \$ _____

***Attach proof of how you determined the gross receipts
bracket entered on line 7 for your application to be processed.**

Total Amount Due: \$ _____

I, the undersigned applicant, hereby register said business to operate within unincorporated Chatham County limits, and certify I am the person authorized by the business herein named to file this application, including any accompanying documents. I further certify that all statements and information provided on and with this application are True, correct and complete.

Signature of Applying Applicant

Application Date



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*****OFFICIAL USE ONLY*****

Occupational Tax Staff:

Payment: ☐ Cash ☐ Credit Cash ☐ Check/M.O. # _____ **Receipt #** _____

Zoning Approval:

This location ☐ Is ☐ Is **NOT** properly zoned for the proposed business use. **Zoning District** _____

Zoning Administrator: _____ **Date:** _____

Fire Approval:

This proposed business & location ☐ Does ☐ Does **NOT** meet the Chatham County Local Ordinances. **Occupancy Load** _____

Fire Inspector: _____ **Date:** _____

Police Approval:

Any previous complaints from CCPD: ☐ Yes ☐ No Criminal Background Record: ☐ Yes ☐ No

If so, explain:

This business and/or applicant: ☐ Is ☐ Is **NOT** approved by CCPD.

Police Department: _____ **Date:** _____

OCCUPATIONAL TAX SCHEDULE

The business tax amounts (Includes a \$75 base tax) for the various brackets or ranges of gross receipts in each profitability class are shown below:

Business Tax by Profitability Class (A – F)

Bracket	Base Rates Range in Dollars	A .00047	B .00057	C .00067	D .00077	E .00087	F .00097
1	\$1 - \$30,000	\$82	\$84	\$85	\$86	\$88	\$89
2	\$30,001 - \$100,000	105	112	118	125	131	138
3	\$100,001 - \$200,000	145	160	175	190	205	220
4	\$200,001 - \$300,000	192	217	242	267	292	317
5	\$300,001 - \$500,000	263	303	343	383	423	463
6	\$500,001 - \$750,000	368	431	493	556	618	681
7	\$750,001 - \$1,000,000	486	574	661	748	836	875
8	\$1,000,001 - \$2,000,000	780	930	1,080	1,230	1,380	1,530
9	\$2,000,001 - \$3,000,000	1,250	1,500	1,725	2,000	2,250	2,500
10	\$3,000,001 - \$4,000,000	1,720	2,070	2,420	2,770	3,120	3,470
11	\$4,000,001 - \$5,000,000	2,190	2,640	3,090	3,540	3,990	4,440
12	\$5,000,001 - \$6,000,000	2,660	3,210	3,760	4,310	4,860	5,410
13	\$6,000,001 - \$8,000,000	3,365	4,065	4,765	5,465	6,165	6,865
14	\$8,000,001 - \$10,000,000	4,305	5,205	6,105	7,005	7,905	8,805
15	\$10,000,001 and over	4,775	5,775	6,775	7,775	8,775	9,775

****(Effective July 1st – Dec. 31st Fees are Prorated half (1/2))***

Calculating License Fees

1. New Businesses determine your gross receipt bracket by estimating the income for the coming Tax Year. The number to the left indicates the bracket number. Renewals: gross receipt is determined by the previous year's gross revenue.
2. Match the Tax Profitability class (A-F) shown on the Business Tax Renewal Form with the gross receipt bracket selected to determine fee.

***ALL licenses Expire December 31st of the year issued.
Renewals made after March 1st will be penalized by adding the greater of \$25 or 10% of amount due.***

Payments are received Monday - Friday from 8:00AM thru 4:00PM in the form of Cash, Check, Credit Card or Money Order made payable to Chatham County **(No cash accepted over \$100).**

STATE LICENSE REQUIRED (A Few Examples)

Alarm Agency – State license & Fingerprint card
Architect
Attorney
Auctioneer
Automobile Dealer, Used
Automotive Parts Dealer, Used
Barber - ***Shop license & Individual Barber's license***
Beautician - ***Shop license & Individual Cosmetologist License***
Chiropractor
Contractor – ***Commercial & Residential***
Contractor - ***Electrical, Electric Signs***
Contractor - ***Low Voltage Alarm Systems***
Contractor - ***Low Voltage Communications Systems***
Contractor - ***Low Voltage Electrical, Unrestricted***
Contractor - ***Fire Protection Sprinkler Systems***
Contractor - ***Heating, Refrigeration, Air Conditioning***
Contractor - ***Plumbing***
Contractor - ***Prefabricated Building Erection/Installation***
Counseling Service - ***Personal***
Counselor, Marriage and Family
Day Care Center – ***Bright From the Start Certificate (SIC 8351, 8352, 8353, 8354)***
Dentist
Exterminator, Pest Control Service
Funeral Director
Hearing Aid Dealer
Landscape Architect
Nail Salon - Salon license & Nail Tech. license
Motor Vehicle Dealer
Polygraph Examiner
Physician –
Practitioners
Private Detective
Psychologist
Professionals, ***as defined by State law***
Real Estate Agent (Broker) -
Security Agency – State license & fingerprint card
Therapist
Veterinarian
Warehouse (O.C.G.A. 10-4-10)

*ALL agencies and individuals who are REQUIRED BY LAW to obtain a state license will ***NOT*** be issued a local license. A current State of Georgia license MUST be included with all new and renewal applications to obtain a Chatham County Business Occupational Tax Certificate.