

# CHATHAM COUNTY OCCUPATIONAL TAX APPLICATION REQUIREMENTS

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

- {X} P.I.N. [Property Identification Number]:** Found on your property tax bill or call the Tax Assessors Office: (912) 652-7271 <https://buildingsafety.chathamcountyga.gov/>
- {X} 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)
- {X} Copy of Driver's License / State ID/ Passport**
- {X} Notarized Affidavit Verifying Status for County Public Benefit Application**
- {X} Notarized Private Employer Affidavit (E-Verify)**
- {X} Proof of Paid Chatham County Fire Fee:**
- {X} Proof of Gross Receipts (Renewal Requirement)**
- { } Homeowner's Affidavit:** Required for **ALL** Home Base Businesses
- { } State License:** Required for **ALL** State Regulated Professions
- {X} Incorporation Certificate:** Required if business is Incorporated or LLC (Certificate Page Only)
- { } Food Service Permit:** Contact Health Department (912) 356-2160 - (All Prepared & Mobile Food Services)
- { } Dept. of Agriculture:** If required, contact (800)282.5852  
(seafood, meat, food cottages, fruit & vegetables, live plants, pet dealer)
- { } Change of Ownership:** Required for business ownership change. [must be completed by previous owner]

**CASHIER CLOSSES AT 4:00 P.M. DAILY - NO CASH PAYMENTS OVER \$150.00 ACCEPTED**

**Building Safety website:** <https://buildingsafety.chathamcountyga.gov/> **Occupational Tax Phone:** (912) 201-4302

**GA Sales Tax:** Department of Revenue (912) 748-5199 or <https://dor.georgia.gov/taxes/business-taxes/sales-use-tax>

**Corporation Information:** GA Secretary of State (404) 656-2817 <https://sos.ga.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, etc.

**ALL Business Licenses Expire on December 31<sup>st</sup>.**