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: 912-201-4313 or 912-201-4302 | Fax 912-201-4301
Website: www.buildingsafety.chathamcountyga.gov

Occupational Tax Renewal Application

Due on or before March 31

Occupational Tax Certificate Number: _____ **Calendar Year:** _____ **Class Code:** _____

1. Business Information:

Advertised Business Name: _____

Business Address: _____City _____ State: _____ Zip Code: _____

Business Phone: _____ Other Phone: _____Email: _____

Corporation Name: _____

2. Applicant on file Information:

Name: _____ _____

Your relationship with this business: ☐ Officer ☐ Manager ☐ Registered Agent ☐ Sole Owner ☐ Partner

Contact Phone: _____Cell Phone: _____ Email: _____

3. Mailing Address: _____ City: _____ State: _____ Zip: _____

4. Type of Business:

Dominant Activity _____ Secondary Activity _____

5. ☐ 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. **(attorney, physicians, chiropractor, dentist, landscape architect, psychologist, veterinarian, osteopath, optometrist, podiatrist, social worker, professional counsel, and marriage and family therapist).**

Must Provide Current State of Georgia Professional License. Number of Practitioners:_____

****

7. Enter Number from Tax Schedule

_____
BRACKET #

To maintain your license, please provide proof of income as part of the verification process.

Fee Amount from Tax Schedule	$ _____
*** Late Fee [required after March 31]** Add the greater of $25 or 10%	$ _____
_____ Other	$ _____
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 statememts and information provided on and with this application are True, correct and complete.

_____ _____

Signature **Date**

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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

***Please note that any renewals received after the March 31 deadline will incur a late fee. The late fee greater of $25 or 10% of amount due is indicated in red.**

Bracket	Base Rates Range in Dollars	A .00047	B .00057	C .00067	D .00077	E .00087	F .00097
1	$0 - $30,000	$82	$84	$85	$86	$88	$89
	*LATE FEE	$25	$25	$25	$25	$25	$25
2	$30,001 - $100,000	105	112	118	125	131	138
	*LATE FEE	$25	$25	$25	$25	$25	$25
3	$100,001 - $200,000	145	160	175	190	205	220
	*LATE FEE	$25	$25	$25	$25	$25	$25
4	$200,001 - $300,000	192	217	242	267	292	317
	*LATE FEE	$25	$25	$25	$26.70	$29.20	$31.70
5	$300,001 - $500,000	263	303	343	383	423	463
	*LATE FEE	$26.30	$30.30	$34.30	$38.30	$42.30	$46.30
6	$500,001 - $750,000	368	431	493	556	618	681
	*LATE FEE	$36.80	$43.10	$49.30	$55.60	$61.80	$68.10
7	$750,001 - $1,000,000	486	574	661	748	836	875
	*LATE FEE	$48.60	$57.40	$66.10	$74.80	$83.60	$87.50
8	$1,000,001 - $2,000,000	780	930	1,080	1,230	1,380	1,530
	*LATE FEE	$78	$93	$108	$123	$138	$153
9	$2,000,001 - $3,000,000	1,250	1,500	1,725	2,000	2,250	2,500
	*LATE FEE	$125	$150	$172.50	$200	$225	$250
10	$3,000,001 - $4,000,000	1,720	2,070	2,420	2,770	3,120	3,470
	*LATE FEE	$172	$207	$242	$277	$312	$347
11	$4,000,001 - $5,000,000	2,190	2,640	3,090	3,540	3,990	4,440
	*LATE FEE	$219	$264	$309	$354	$399	$444
12	$5,000,001 - $6,000,000	2,660	3,210	3,760	4,310	4,860	5,410
	*LATE FEE	$266	$321	$376	$431	$4860	$541
13	$6,000,001 - $8,000,000	3,365	4,065	4,765	5,465	6,165	6,865
	*LATE FEE	$336.50	$406.50	$476.50	$546.50	$616.50	$686.50
14	$8,000,001 - $10,000,000	4,305	5,205	6,105	7,005	7,905	8,805
	*LATE FEE	$430.50	$520.50	$610.50	$700.50	$790.50	$880.50
15	$10,000,001 and over	4,775	5,775	6,775	7,775	8,775	9,775
	*LATE FEE	$477.50	$577.50	$677.50	$777.50	$877.50	$977.50

Calculating License Fees

- 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.

- Match the Tax Profitability class (A-F) shown on the Business Tax Renewal Form with the gross receipt bracket selected to determine fee.

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 $150).**

ALL Business Licenses Expire on December 31

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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; Low Voltage Electrical, Unrestricted**
Contractor - **Fire Protection Sprinkler Systems**
Contractor - **Heating, Refrigeration, Air Conditioning; Plumbing**
Contractor - **Prefabricated Building Erection/Installation**
Counseling Service – **Personal; Marriage and Family**
Day Care Center – **Bright From the Start Certificate (SIC 8351, 8352, 8353, 8354)**
Dentist
Exterminator, Pest Control Service
Funeral Director
Hair Salon – **Salon license & Tech. license**
Hearing Aid Dealer
Landscape Architect
Nail Salon – **Salon license & 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.

Flat Tax in Lieu of Reporting Profitability Ratio Bracket. Under State law, each person engaged in the practice of a profession as described in O.C.G.A. § 48-13-9 (c) (1)through (18); Such professional practitioners are as follows: attorney; physician; osteopath; chiropractor; podiatrist; dentist; optometrist; psychologist; veterinarian; landscape architect; marriage and family therapist, social worker, and professional counselor. If you are a professional practitioner who is eligible for this option, and if you and all members of your firm elect to pay the flat per- practitioner tax this year, check the block on this line and submit your $400 tax payment. If this option is taken, each practicing professional in your firm must also submit a business tax return and pay the per-practitioner fee OR your firm may file one return, attach a list of practicing professionals, and pay a tax totaling $400 per professional. If you and your firm elect to pay a business tax based on gross receipts; your firm must list all practitioners and attach the list to a single business tax return for the firm.

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Zero Income Affidavit

On this _____ day of _____, 20____, first being duly sworn, I,

_____, located at: _____
Name of Business Owner **Address of Business**

City: _____ST: _____Zip: _____

My business, _____ did not generate any revenue of any kind during the previous tax year. I attest that I am in compliance with the **Chatham County Occupational and Regulatory Tax Ordinance, Section 16-108, Occupational Tax Certificate Required and Section 16-109, Occupational Tax Returns, Procedures.**

I hereby certify that the information supplied on this form is true and complete, and hereby authorize Chatham County Department of Building Safety and Regulatory Services and all other authorized county officials to make all necessary inquiries to verify its accuracy.

Any fraud, misrepresentations, false statements, and/or other attestations that are untrue may result in legal actions.

_____
Signature

NOTARY PUBLIC:
Subscribed to and sworn before me this _____ day of _____, 20_____.

_____
Notary Signature

SEAL

My Commission Expires:

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Inactive Business Affidavit

On this _____ day of _____, 20_____, first being duly sworn, I, _____,
Print Business Owner Name

agree with this affidavit, relating to the business of:_____
Name of Business

Business Location: _____ City:_____ ST: ____ Zip:_____
Business Address

Business License #: _____ **Alcohol License #:** _____

I attest that I am ***no longer operating a business in unincorporated Chatham County or that the business is now closed,*** in compliance with Chatham County Occupational and Regulatory Tax Ordinance, Sections 16-108 and 16-113.

I certify that the information provided is true and complete and authorize the Chatham County Department of Building Safety and Regulatory Services and other authorized county officials to verify its accuracy.

I understand that any false statements or misrepresentations may result in further action Under Chatham County Occupationa Tax Oordinance.

_____
Business Owner Signature

Sworn to before me and subscribed in my presence this

_____ **day of** _____**, 20**_____**.** **SEAL**

My Commission expires:

_____
Notary