



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 1<sup>st</sup>.**

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  **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 1<sup>st</sup> – Dec. 31<sup>st</sup> 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 31<sup>st</sup> of the year issued.  
Renewals made after March 1<sup>st</sup> 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.