



CHATHAM COUNTY

**DEPARTMENT OF BUILDING SAFETY
AND REGULATORY SERVICES**

**P.O. Box 8161
Savannah, GA 31412-8161
912-201-4300 | Fax 912-201-4301
<http://buildingsafety.chathamcounty.org>**



**Gregori S. Anderson, CBO
Director**

**Clifford Bascombe,
CBO
Assistant Director**

REQUEST FOR DOCUMENTS & OCCUPATIONAL TAX RETRIEVAL

PUBLIC INFORMATION ACT GUIDELINES:

O.C.G.A. § 51-18-70, O.C.G.A. § 50-18-72 (f), O.C.G.A. § 50-18-72(h), O.C.G.A. § 50-18-71.2.

This request is being processed for: (Please type or print legibly)

Name: _____ Date: _____
Address: _____ Phone: _____
City/State/Zip: _____ Attn: _____

If submitting in person (**drop off only**), select return method: Mail Pick-up

Entity Name: _____

Order Request: (Check the applicable box(es) and complete the quantity of copies.

- Copy of Occupational Tax License: Tax Year(s) _____
- Copy of Application: Alcohol _____ Business _____
- Copy of Payment(s) Received: Tax Year(s) _____
- Copy of _____

*** Be very specific about your request. For searches/reproduction which take more than 15 minutes, there will be a clerical fee of \$10.00 minimum per hour or any part thereof. In addition to the above fee. There is a \$.25 charge per photocopy page or computer printout and the current cost of the postage for items mailed. These charges are payable by cash, credit card, check, money order or cashier check to Chatham County Department of Building Safety & Regulatory Services.**

Time Allowance: When a record is readily available and subject to the Open Records Act, it will be provided immediately to the party requesting the record. However, when a record is not readily available, access to the record will not exceed three business days (If longer, applicant will be notified).

Your Signature of Agreement to the above conditions: _____