

**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** <http://boa.chathamcounty.org/Home/SearchPropertyRecordCards.aspx>

{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** (applicant)

{X} **Notarized Affidavit Verifying Status for County Public Benefit Application**

{X} **Notarized Private Employer Affidavit (E-Verify):**
Ten or more employees complete the entire form & ten or less: write "*Exempt*" and sign.

{X} **Homeowner's Affidavit:** Required for **ALL Home Occupations**
(Businesses operating from a residential home)

{X} **Proof of Gross Receipts**

{ } **State License:** Required for **ALL** State Regulated Professions

{ } **Incorporation Certificate:** Required if business is Incorporated or LLC
(Certificate Page Only)

{ } **Food Service Permit:** Contact Health Department (912) 356-2160
(Prepared food & food trucks)

{ } **Department 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.

****ALL AFFIDAVITS MUST BE COMPLETED & SIGNED BY APPLY APPLICANT****

CASHIER CLOSSES AT 4:00 P.M. DAILY
NO CASH PAYMENTS OVER \$100.00 ACCEPTED

Building Safety website: www.buildingsafety.chathamcounty.org Phone: (912) 201-4302

GA Sales Tax: Department of Revenue (912) 748-5199 or <https://etax.dor.ga.gov/>

Corporation Information: GA Secretary of State (404) 656-2817 <http://www.sos.georgia.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.