



City of Port Wentworth | Occupational Tax Certificate Application

Occupational Tax Certificate Checklist

Please read thoroughly to ensure that you have all required documents

If you own a business in the City of Port Wentworth, you are required to have a current occupational tax certificate in order to conduct business within the city limits. Below are some items we recommend each business should look into to ensure your business is in compliance with City Ordinances.

All applicants **Corporations, LLCs, Partnerships, & Sole Proprietors** must register with the Department of Revenue with the State of Georgia.

1. Before applying for a business license, **all businesses** are required to confirm that your business location is in the proper zoning district for your type of business. Please complete a **Zoning Verification Application prior to the submission of the Occupational Tax Certificate**. This will help reduce applications denied due to improper zoning.
2. Complete and submit all required forms and documentation to City Hall to obtain your Occupational Tax Certification. To acquire an occupational tax certificate please follow the instructions below. See below for a list of items needed to complete an occupational tax certificate application.
3. Property Documentation: Property record or lease agreement
4. All information provided in this application is subject to Open Records Request and may be viewed by the public.

Required for all applicants:

- **Zoning Verification Letter**
 - Provided and signed by the Development Department. This letter must be requested in writing to jstewart@cityofportwentworth.com
- **New Occupational Tax Certificate Application**
 - Must be completed in full and signed. Incomplete applications will not be accepted.
- **SAVE Affidavit form with appropriate identification.**
 - Must be completed, signed, and notarized.
 - # 1 U.S. Citizens: Passport, Georgia Driver's License, or Military ID
 - # 2 Legal Permanent Residents: Georgia Driver's License and either Permanent Resident Card or Employment Authorization Card
 - # 3 Qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number. These numbers will be verified during the application process.

Completed new applications can be submitted in person to the Business License Department by **Appointment Only**, please email: business@cityofportwentworth.com or call 912-964-4379 to schedule an appointment. It may be mailed to Attn: Business License Dept., City of Port Wentworth, 7224 GA Highway 21, Port Wentworth, GA 31407

- **Private Employer Affidavit**
 - Must be completed, signed, and notarized.
 - If more than 10 employees, you must provide the **E Verify number**
- **Copy of applicant's identification**
 - Valid Driver's license OR
 - A combination of: Passport or Military ID
- **Payment for the correct fee amount**
 - Exact cash, Check, Money Order, or Credit Card; a 3.75% service charge will apply.
 - Checks/Money order can be made out to the City of Port Wentworth

The following may be required depending on business type:

- **Certification of Occupancy**
 - New, commercial locations
- **Fire Inspection**
 - New, commercial locations
- **Copy of the first page of the Certification of Incorporation**
 - Corporation or LLC (includes non-profits)
- **Copy of Professional State License**
 - Any person engaged in a profession or business that is required to be licensed by the state under Georgia Code Title 43.
 - Only if applicable: Attorneys, Physicians, CPA's, Engineering, Architects, Surveyors, Cosmetology, etc.
- **Copy of Health inspection report with the grade and/ or fire inspection report**
 - Restaurants or any other business distributing food products.
- **Authorization for Background Investigation**
 - Establishments serving alcohol, pawn shops
- **Alcohol Beverage License Application**
- **Copy of Department Agriculture License:** Grocery stores or convenience stores are required to have a license before an Occupational Tax Certificate can be issued.
- **Additional Permits:** _____
 For information on state licenses and requirements, please visit www.sos.ga.gov and <https://dor.georgia.gov/taxes/register-new-business-georgia>. For more information on Alcohol license <https://dor.georgia.gov/alcohol-tobacco>

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FAQs

- **Is an appointment required for a Business License Registration?**

Yes, we recommend an appointment be scheduled with the Occupational Tax Clerk via phone 912-964-4379 option 1 or email business@cityofportwentworth.com

- **How long does the process take for a Business License Application?**

Every application received by the Occupational Tax Clerk must be reviewed for accuracy, this process could take up to 7 business days.

- **How long does the process take for an Alcohol License Application?**

This application may take much longer, and it all depends on when the application is submitted. These applications must be reviewed for accuracy by the Occupational Tax Clerk and require a background check. If all information is accurate, it will further be forwarded to the Building and Zoning Department for review and approval. If approved, it is then processed by the City Clerk and will be scheduled for the next available Council meeting for consideration by the Mayor and Council. The applicant will be notified when the Council meeting will take place. Once approved by the Mayor and Council, the Occupational Tax Clerk will notify the applicant on more information regarding picking up the license or having the license mailed.

- **Are there any location restrictions for the issuance of Alcohol Beverage License?**

No alcoholic beverages shall be kept for sale or given away anywhere within 100 yards of any school ground, college campus, or church. Zoning restrictions may apply.

- **What if I am no longer in business, sold the business, moved out of the area, or need to terminate my license for any reason?**

It is very important that if you are no longer operating a business in the City of Port Wentworth and need to cancel your license, that you submit the Application to Terminate a Business to the Occupational Tax Clerk. Please submit your form in person to city hall or email to business@cityofportwentworth.com

- **What type of payments are accepted?**

All applications can be paid by Debit/Credit (3.75% service fee), Checks, Money Orders, and Exact Cash (No petty cash/no credits).

- **How can I make changes to my license (i.e. mailing address, location address, business name)?**

All requests for changes must be submitted in writing. However, there are certain changes that may require additional documentation. Please contact the Occupational Tax Clerk for more information at business@cityofportwentworth.com

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APPROVAL NEEDED:

Development Services (912)999-2084	Required for ALL new and existing physical locations inside the City of Port Wentworth limits. Visit www.cityofportwentworth.com or contact the Development Services Department regarding a Verification Letter.
GA Office of Regulatory Services (404) 657-5700	Required if operating any type of nursing, personal care, or group home. Childcare Operation must contact Bright from the Start – (404) 656-5957 or (888)442-7735
Georgia Dept. of Agriculture (404) 485-1411 (855) 424-5423	Inspection and approval required for selling packaged food, seafood & for bakeries. Contact number listed to arrange inspection appointment or email: www.gdalicensing@agr.georgia.gov
Chatham County Health Department (912) 356-2160	Business serving food or drinks, tattoo and body piercing studios, tourist accommodations (hotel/motel or bed and breakfast), public swimming pools, and spas are also required to have a permit before an Occupational Tax Certification can be issued.
Certificate of Incorporation and/or LLC	GA Secretary of State (www.sos.georgia.gov)

DOCUMENTATION NEEDED:

Proof of Owner's Identity	For sole ownership or partnerships, government issued photo identification is required for each owner. For corporations, certificate of organization & list of officers.
Proof of Business Location	Copy of current lease agreement/mortgage deed issued in the name of the business or owner. Peddlers must provide proof of residence.
Georgia License (478)207-2440	GA Secretary of State – copy of current state license or certification required. (www.sos.georgia.gov)
GA Sales/Use Tax Number (912)748-5199	Required when selling any type of goods or products. GA Dept. of Revenue is located at 1000 Towne Center Blvd. Bldg. 900, Pooler GA
Federal Tax ID Number (800)-829-4933	EIN Number is required for ALL businesses operating within State of Georgia. IRS office is located at 9 Park of Commerce Blvd. (www.irs.gov)
Non-Profit Status (912)651-1430	501(C)3 letter confirming non-profit status in name of the business. www.irs.gov/nonprofit
Veterans Exemption (912)652-7265	Veterans requesting tax exempt status must submit Certificate of Exemption from Chatham County Probate Court. 133 Montgomery Street.
Department of Homeland Security (888)464-4218	E-Verify number required if operating with more than 10 employees. Visit www.uscis.gov/e-verify to obtain an E-Verify number.
Other:	

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