

Business Approval and Business Tax Certificate Process Flow Chart

**START HERE AT
DEVELOPMENT SERVICES**
prior to going to the
Revenue Department for a
Business Tax Certificate

Is the **proposed business use** allowed in the Zoning District for the property being considered?

Aislee Jackson
Business Approval Coordinator
(912)644-7709
ajackson02@savannahga.gov

YES

NO

Contact:
Metropolitan Planning Commission (MPC)
Gary Plumbley (912)651-1468
plumbleyg@thempc.org
Three Options Available:
1. Rezoning
2. Text Amendment
3. Zoning Board of Appeals (ZBA)
Variance/Special Use Request (if applicable)

Is this an **existing building** or **new construction**?

Existing Building

New Construction

Is this a **Change of Use** or **Change of Occupancy** at this location that requires building and life safety code compliance?

Yes

No

Is work being done on the property that would require a **Building Permit**?

Yes

No

Submit **Building Permit** application
(Refer to **Building Permit Process Flow Chart**)

After Construction is complete and **Certificate of Occupancy (CO)** or **Certificate of Completion (C of C)** is obtained...

Submit **New Business Tax Return Form** (& BA document or CO) to Revenue Department to receive Business Tax Certificate

LaShonda Rosier
Revenue Department
(912)651-6445
lrosier@savannahga.gov

Submit **Business Approval (BA) Application** to Business Approval Coordinator. Once approved, obtain BA Document.

Business Tax Certificate Issued

NOTE:

-All businesses operating in the City of Savannah are required to have a business tax certificate in lieu of a business license.
-If you plan to apply for a City of Savannah **Alcoholic Beverage License**, contact Judee Jones at (912)651-6447 or jjones01@savannahga.gov. Please allow a minimum of six weeks for this process.
-Signs for your business require a **Sign Permit**. Contact the Business Approval Coordinator for assistance.

 Business Approval (Development Services)
 Revenue
 MPC

For additional assistance please contact:

Cristy Lawrence, P.E.
Development Services Liaison
clawrence@savannahga.gov
(912)644-7784

Robert Davis
Economic Development Liaison
rdavis03@savannahga.gov
(912)651-3653 ext. 1918