



**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**

**Change of Address for Occupational Tax Certificate**  
*(\$25.00 Fee & Proof of location Required)*

|   |            |  |       |                    |  |
|---|------------|--|-------|--------------------|--|
| <b>License Number:</b>  |            | <b>Date:</b>   |       |                    |  |
| Business Name / DBA   |            |  |       | Business Telephone |  |
| Previous Location Address   | Suite/Unit | City   | State | Zip Code           |  |
| <b>New Address &amp; Contact Information *(Provide Signed Lease or Utility Bill with change of Address Form</b> |            |  |       |                    |  |
| Business Telephone:   |            | Classification – brief description of primary business activity: |       |                    |  |
| Current Location Address  | Suite/Unit | City   | State | Zip Code           |  |
| Mailing Address   | Suite/Unit | City   | State | Zip Code           |  |
| New P.I.N.  |            |  |       |                    |  |

By signing below, I hereby certify, under penalty of perjury, that statements made herein are to the best of my knowledge true and correct. **\*Include a copy of current issued State Identification/Driver's License**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Applicant and Title

**STAFF USE ONLY**

**Received By Occupational Staff:** \_\_\_\_\_

**Zoning Approval:** This area [ ] Is / [ ] Is Not Properly Zoned for the Proposed Business.

Property Zoned: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date \_\_\_\_\_

**Fire Approval:** This Proposed Business & Location [ ] Does / [ ] Does Not Meet Local Fire Codes.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_