



NEW OCCUPATIONAL TAX CERTIFICATE

P.O. Box 74
49 S. Rountree Street
Metter, GA 30439
912-685-2527
912-685-3364 (fax)

The following information will be required when submitting a City of Metter Occupational Tax Registration application:

REQUIRED DOCUMENTS:

- A completed City of Metter Business Registration Occupational Tax Return Application. **(attached)**
- A **valid** Georgia State I.D. or Driver's License for the applicant(s).
- S.A.V.E. Affidavit (Affidavit Verifying Status) **Non-US citizens are required to attach a verifiable document as described at the bottom of the affidavit. (attached)**
- Private Employer Affidavit (O.C.G.A. 36.60-6) **(attached)**
- A Federal Tax I.D. number from the Internal Revenue Service will be needed, if applicable (www.irs.gov) The IRS can be reached by phone at 1-800-829-1040.
- Each person or business profession required to be licensed by the Professional Licensing Board of Georgia or any other Georgia State Department, shall provide a current state licensure at the time of registering a business or before an Occupational Tax Certificate can be issued. Please refer to the state licensing information listed on the back.
- Non-profit businesses are required to provide a current valid exemption (**501 c 3**) letter of determination issued by the IRS.

If you have any questions regarding the required documents listed above or the application process, please contact Shauna Goodman at City Hall at (912) 685-2527.

TOURISM & BUSINESS DEVELOPMENT

Heidi Jeffers, Director of Tourism and Business Development, is available to any new business owner who would like additional information and assistance to help make your business a great success in the City of Metter. Also, inquire about our new **Business Development Incentive Program**. Her office is located at City Hall at 49 S. Rountree Street or 912-685-2527.

ADDITIONAL INFORMATION:

LIFE SAFETY INSPECTION

Before opening, every new business is required to have a life safety inspection conducted by the Metter Fire Department. To set up an appointment, call 912-685-6832.

FOOD SERVICE PERMIT

All restaurants, deli's, ice cream parlors/yogurt shops (etc.) must contact Karen Anderson at the *Candler County Health Department* at 912-685-5765. **A copy of your Food Service Permit is required before an Occupational Tax Certificate can be issued.**

CONVENIENCE STORES/GROCERY STORES, ETC.

All convenience stores, grocery stores, coffee shops, bakeries (etc.) must contact the *Georgia Department of Agriculture* at 404-656-3600. **A copy of your state license/permit is required before an Occupational Tax Certificate can be issued.**

All Occupational Tax Certificates expire on December 31st of the current year. A 90-day grace period is given to all businesses until March 31st. After March 31st, a ten percent penalty will be added to all outstanding accounts.

BUSINESS SIGNS, CONSTRUCTION & RENOVATION

A sign permit is required for the erection, alteration or reconstruction of any sign within the City of Metter. Any construction or renovation of the building may also require a building permit prior to any work being done. For more information, please contact City Hall.

NOTE: Licenses and permits are not issued at the time of submittal of application.

All applications will be reviewed by the City of Metter Development Team. If you have any questions or we can assist you in any way, please let us know.

Everything's Better in Metter!

SECRETARY OF STATE PROFESSIONAL LICENSING BOARDS

IF YOU OPERATE OR PLAN TO OPERATE ANY OF THE FOLLOWING BUSINESSES, A LICENSE FROM THE SECRETARY OF STATES OFFICE IS REQUIRED PRIOR TO ISSUING AN OCCUPATIONAL TAX CERTIFICATE:

Architects/Interior Designers	Foresters	Optometrists
Athlete Agents	Funeral Service	Physical Therapists
Athletic Trainers	General & Residential Contractors	Plumbing Contractors
Auctioneers	Geologists	Podiatrists
Boxing Commission	Hearing Aid Dealers	Private Detectives & Security Agencies
Cemeteries	Landscape Architects	Professional Counselors, Social Workers, & Marriage & Family Therapists
Chiropractic Examiners	Librarians	Psychologists
Conditioned Air Contractors	Low Voltage Contractors	Speech Language Pathologists & Audiologists
Cosmetology & Barbers	Massage Therapists	Used Motor Vehicle Dealers & Parts Dealers
Dietitians	Music Therapist	Utility Contractors
Dispensing Opticians	Nurses – RN’s & LPN’s	Veterinarians
Electrical Contractors	Nursing Home Administrators	Water/Wastewater Treatment Plant Operators
Engineers & Land Surveyors	Occupational Therapists	

ADDITIONAL INFORMATION

Georgia Department of Agriculture

800-282-5852

<http://agr.georgia.gov/>

- grocery store, gas station/convenience store, bakery, butcher, kennel/stable, pet breeder, seafood: retail & wholesale, produce stand, floral shop

***All floral shops must obtain a Live Plant License from the Dept. of Agriculture prior to receiving an OT Certificate (business license).**

Georgia Department of Community Health

404-656-4507

<https://dch.georgia.gov>

- personal care home, adult day center

Georgia Department of Early Care & Learning

888-442-7735

<http://decal.ga.gov/>

- daycare/childcare learning center

Georgia Department of Public Health

404-657-2700

<https://dph.georgia.gov/>

- mobile food unit, catering, tourist accommodation, swimming pools, spas, recreation, sewage management, body art, tanning facility,

Georgia Department of Public Safety

404-624-7700

<https://dps.georgia.gov/>

- taxi cab, limousine, ride share network service, non-consensual towing service, household good mover

Georgia Secretary of State

844-753-7825

<http://sos.ga.gov/index.php/licensing>

- Professional licensing boards listed above

CONTACT INFORMATION:

City Hall	912-685-2527
49 S. Rountree Street	
P.O. Box 74	
Public Works	912-685-7845
25 S. Terrell Street	
Metter Fire Dept.	912-685-6832
56 S. Lewis Street	
Metter Police Dept.	912-685-5437
805 E. Lillian Street	
Metter Animal Shelter	912-685-7877
940 E. Hiawatha Street	
Metter Welcome Center	912-685-2159
1210 S. Lewis Street	