

Business Registration

Applications for the registration of business and commercial water service are available through the City Clerk's office. Occupational tax fees are based on the number of full-time (40 hr/wk) employees and the rate structure can be found in Chapter 26 of the City Ordinances.

Information to be provided on the application includes: business name/doing business as, type of business, location address, telephone number, mailing address, owner information and business manager's name. For those businesses with more than 10 employees, an E-Verify number must be provided, per O.C.G.A. 36-60-6. An affidavit verifying status in the U.S. is required along with a copy of a secure and verifiable document (i.e., driver's license, military ID, passport, permanent resident card). All businesses subject to Georgia Sales & Use Tax requirements are asked to provide a sales and use tax identification number (begins with the number 3).

A water deposit in the amount of \$150.00 is required for property that is leased and a copy of the lease must be provided to establish service. Proof of ownership (i.e., closing statement, warranty deed) must be provided for those owning property.

A Building/Life Safety inspection is required for any existing spaces or buildings prior to the issuance of an occupational tax certificate. Any building or space that has been newly constructed or renovated within the past six (6) months is not required to be inspected. The building inspections department can be reached at 912-748-6652.

Home business offices (telephone use only) are required to meet a list of criteria (provided with the application) and homeowners must ensure that there are no restrictive subdivision covenants prohibiting business offices.

Questions? Please contact the City Clerk by phone at 912-748-7261 or email: mlindler@pooler-ga.gov.