



CITY OF SYLVESTER

“OCCUPATIONAL, PROFESSIONAL OR REGULATORY CERTIFICATE” BUSINESS LICENSE INFORMATION SHEET

- Zoning classification is a vital part of acquiring a business license. Please provide an address or the tax map and parcel number to this department to check your zoning classification.
- Define the nature of your proposed business in detail. The nature of your business will determine if the business use complies with the City of Sylvester Land Use Plan.
- When you have the above information, request an application for a license from this department. *Complete* the application and give a good contact number in case we have questions regarding your application.
- Depending on the type of business, the City Police Chief and City Fire Chief will have to inspect and sign off on your License.
- You will be required to complete a Public Benefit and Private Employer Affidavit, both forms pursuant to Georgia Law.
- The entire process will take about 3 to 5 business days from the time you turn in the application, provided we have all the necessary information.
- If approved you will be notified by telephone to pick up your license and pay the prescribed fee for your type of business.
- The fees are described as follows:

Occupational Tax Certificate	\$100.00 plus \$5.00 for each employee
Service type businesses	(not to exceed \$300.00)
Professional License (Doctors, lawyers, etc.)	\$100.00
Regulatory License Contractors/subcontractors, etc.	\$125.00

- Renewals will be mailed out each year in January.

Please contact the City of Sylvester Zoning, Building, and Business License Department at 229 776-8505 for additional information or any questions.