



**BUSINESS LOCATION
APPROVAL APPLICATION**

- ✧ Submit your Business Location Approval Application via email (below), fax (912)651-6543 or in person at 5515 Abercorn St. (31405).
- ✧ If you need assistance, contact the Business Approval Coordinator at (912)644-7709 or businesslocationapprovals@savannahga.gov. *Inspection(s), Permit(s), Site Plan, Zoning Board of Appeals Application, or other Requirement(s) may be required to complete the process.*

New Business Information

Visit www.savannahga.gov/businessapprovals for instructions and FAQs or to apply online.

Project Address: _____ PIN: _____

Name of Business _____ Bus Phone #: _____

Name of Owner/Corp: _____

Email Address: _____ Mobile Phone #: _____

Check if applicable: Change of Ownership Change of Business Name Change of Address

Previous Business Use / Activity and/or Occupancy Type

Required Field

Previous Business Name and/or Business Use/Occupancy at Project address above: _____

Proposed Business Use or Activity

FOR Short Term Vacation Rentals, See STVR Application Process and Instructions

- Home Occupation - Type: _____ Other: _____
- Professional/Medical Office Hair/Nail Salon or Barber Shop (circle) Industrial – Type _____
- Convenience Store Health Care Facility - Type: _____ # of People: _____
- Restaurant Retail - Type: _____ For Restaurants & Assembly types ↓
- Bar/Nightclub (circle) Child/Adult Day Care Home- # of Children _____
- Car/Vehicle Repair Child/Adult Day Care Center - # of Children _____
- Car/Vehicle Wash Lodging – Type & # of Bedrooms: _____

Square Footage: _____ # of Employees: _____ # Seats (if applicable): _____

Please check all applicable statements:

- Your business is located in a new constructed building.
- You are adding new signage or altering existing signage.
- You are changing the use/occupancy of the space or building. (e.g. house to office, office to restaurant, etc.)
- You are making changes/alterations to the building. (e.g. add or remove walls, doors, windows, stairs, etc.)
- Your business is located in your home.
- You are adding or changing heating, ventilation, air conditioners, or refrigeration.
- You are adding or changing plumbing. (e.g. sinks, toilets, showers, bathtubs, etc.)
- You are adding or changing electrical. (e.g. new lights, switches, outlets, etc.)
- You plan to sell fireworks at your retail business.

Applicant's Statement of Compliance

It is the responsibility of every business owner or operator to make certain that the type or nature of business activity being conducted at any location in the City of Savannah is permitted by and conforms to the Zoning Ordinance and Building Regulations of the City before signing a lease/contract and operating the business.

I understand that all construction work will require a permit prior to commencing construction, which includes alterations, modifications, renovations, remodeling, signage, etc. Working without a permit will result in a minimum penalty of \$500.

I hereby certify that I have answered all of the questions contained herein and know the same to be true and correct. Further, I understand that any Development Services approval issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinances.

Printed Name – Business Owner /Representative
 (Not Company Name)

Signature of Applicant

Date

FOR OFFICE USE ONLY

Zoning District: _____ Use #: _____ Use Name: _____ Parking Required: _____ Parking Provided: _____

Life Safety Code Occupancy Classification: _____ Building: No further review required: _____ Inspection required: _____

Site Plan Special Use Amendment Plan #(s): _____

Notes (Date of inspection, Permit #): _____

Reviewer/Date: _____ Approved Denied ZBA Required Permit Required- Permit Required- CofC / CO