



# Occupational Tax Registration – Peddler License Checklist

The following checklist is designed to assist you through the application process for a Peddler's License in the City of Port Wentworth.

## BEFORE COMING TO CITY HALL

- Obtain a \$1000 bond from a local bond company written out to City of Port Wentworth. Cash or Cashier's Check could also be accepted. A corporation/business authorized to operate in Georgia may furnish one (1) bond for \$1000 for any and all of its agents, employees, canvassers or solicitors.
- Each agent must get fingerprints at:  
Chatham County Police Dept.  
295 Police Memorial Drive,  
Savannah, GA 31405  
(912)652-6100
- A photograph of each agent taken within sixty (60) days prior to filing the application. Picture must be 2x2 inches showing head and shoulders.

## 1<sup>ST</sup> VISIT TO CITY HALL

- Bring all of the above items to city hall
- Fill out application and affidavits provided by the clerk.
- Please allow 2-5 business days for us to receive your background check. When it is received, if approved you will be notified via phone.

## 2<sup>ND</sup> VISIT TO CITY HALL

- The Business License fee must be paid at this time. Please call City Hall prior to coming to determine what the Business License fee will be. You may also go to [www.cityofportwentworth.com](http://www.cityofportwentworth.com) under Doing Business go to Taxes & Licensing, then Licensing and then click on Occupational Tax, there you will find the Occupational Tax Schedule in PDF format.
- Please allow 24-48 *business* hours for the City Administrator to review and approve or deny your license application.
- Once approved you will be notified via phone. You may determine at that time if you want to pick up the license in person or have it mailed to you.

*Thank you for your interest in conducting business in the City of Port Wentworth!*