

**Operating a business is exciting and demanding for entrepreneurs. The City of Tybee Island wants to assist businesses to help assure their success. Whether you are starting a new business or operating an existing business, it is important to not only have a dream, but a plan and the resources to make it successful.**

**This brochure is designed to assist you in avoiding unnecessary delay, expense and effort.**

### **Community Development Department**

You need to make this your first stop before modifying an existing business or starting a new business. It will be helpful if you begin by speaking with the following members of the Community Development Department inside City Hall.

### **Better Hometown Coordinator**

Will provide information on:

1. Current vacant commercial buildings & contacts
2. Business friendly resources in / for the community
3. Available loan programs and design assistance
4. Marketing assistance

The coordinator works with businesses and committees based the Main Street 4-point® approach for successful revitalization and economic development.

Phone: 786-4573, ext. 123

Email: [cmorton@cityoftybee.org](mailto:cmorton@cityoftybee.org)

### **Zoning Specialist**

*(Business / Alcohol Licensing)*

Will provide information on:

1. Annual license / alcohol requirements/fees
2. Permit requirements and fees
3. Tybee's unique coastal related requirements

The Specialist assists businesses, property owners, contractors and developers with rules and regulations according to the City's requirements.

Businesses and special event Organizers engaging in the sale of alcohol must apply for an alcohol license prior to dispensing. Wholesale alcoholic beverage dealers are not permitted to sell or make deliveries to any person or establishment that does not hold a current City and State alcoholic beverage license of the proper classification. Fees are associated with this license.

Phone: 786-4573, ext. 136

Email: [dotto@cityoftybee.org](mailto:dotto@cityoftybee.org)

### **Business Licensing & Sales Tax ID**

When starting a new business, you will need a Federal Employer Identification Number (EIN) and possibly a State Sales Tax ID number.

Please contact the Georgia Department of Revenue in Savannah @ 912-356-2140 or visit [www.etax.dor.ga.gov](http://www.etax.dor.ga.gov) to obtain a Sales Tax ID number. To obtain your Federal EIN please contact the IRS office in Savannah at 912-652-4011 or visit [www.irs.gov](http://www.irs.gov).

### **Planning and Zoning Manager**

Before selecting a location, check with the Planning and Zoning Manager to determine if it meets the zoning requirements. Particular areas of the Island are zoned for Commercial Use and are subject to land use conditions for compliance. The Planning and Zoning Manager determines Conditional Use permitting, Variances or other restrictions. Some circumstances require the approval of the Planning and Zoning Manager or City Council. The City's Code of Ordinances regulates size, lighting and construction of exterior business signs.

Phone: 786-4573, ext. 107

Email: [zoning@cityoftybee.org](mailto:zoning@cityoftybee.org)

### **Building Inspections & Permits**

Permits and building inspections are handled through Chatham County's Building Official. Permits and Inspections are needed for ensuring location safety and compliance with Tybee Island's Code of Ordinances. The Building Official will determine the necessity of permits and inspections that businesses need before beginning a project. The Building Official has regular hours on Mondays and Fridays 8:00am – 12:00pm and Wednesdays 12:00pm – 4:00pm in the Community Development Department. Phone: 912-786-4573, ext. 114

### **Finance Department**

Responsible for billing and collecting hotel/motel (bed) tax, liquor tax and parking fines and fees.

Phone: 786-4573, ext. 105

Email: [cprice@cityoftybee.org](mailto:cprice@cityoftybee.org)

### **Parking Services Division**

Responsible for planning and implementing effective and accessible parking while enforcing parking regulations. If you wish to provide change for parking to your customers, change may be obtained at City Hall from the Cashier.  
Phone: 786-4573, ext. 121  
Email: [parking@cityoftybee.org](mailto:parking@cityoftybee.org)

### **Water Department / Utilities**

Responsible for all water line repairs including meter problems.  
Phone: 786-4573, ext. 122  
Email: [greese@cityoftybee.org](mailto:greese@cityoftybee.org)  
Responsible for billing and service on basic utilities including water.  
Phone: 786-4573, ext. 110  
Email: [nsmith@cityoftybee.org](mailto:nsmith@cityoftybee.org)

### **Department of Public Works**

Responsible for all trash pickup and maintenance of city property.  
Phone: 786-4573, ext.120  
Email: [jwilson@cityoftybee.org](mailto:jwilson@cityoftybee.org)  
Location: 76 Polk Street

### **Police Department**

The Police Department works closely with Island businesses to make Tybee a safe and enjoyable area. Businesses may participate in the Police Department's Neighborhood Watch program to reduce shoplifting, theft, burglary, purse snatching, and vandalism against and around businesses.  
Phone: 786-5635, ext. 118  
Email: [ecoreno@cityoftybee.com](mailto:ecoreno@cityoftybee.com)  
Location: 78 Van Horne Drive

### **City Marshal**

Enforces City ordinances in collaboration with the Community Development Department.  
Phone: 786-4573, ext. 104  
Email: [wmillikan@cityoftybee.org](mailto:wmillikan@cityoftybee.org)  
Location: Tybee Island Police Department

### **Fire Inspections**

It is in the best interest of new businesses to have a fire inspection. Businesses that have fire sprinkler systems and fire alarm systems need to have their systems inspected once a year. An Occupant Load Certificate is required to be posted in all business buildings. Chatham County handles fire inspections for Tybee Island.  
Phone: 786-4573, ext. 136  
Email: [dotto@cityoftybee.org](mailto:dotto@cityoftybee.org)

### **Fire and Emergency Management Department**

The Fire and Emergency Management Department provides emergency response to situations involving medical emergencies, fire related emergencies and hazardous materials released.  
Phone: 786-4573, ext. 117  
Email: [ssasser@cityoftybee.org](mailto:ssasser@cityoftybee.org)  
Location: Jones Street

### **Chatham County Health Department**

Responsible for health codes and food related kitchen and safety inspections  
Phone: 356-2160  
Website: [www.gachd.org](http://www.gachd.org)  
Location: 24 Oglethorpe Professional Building, Savannah

## **TYBEE ISLAND BUSINESS RESOURCE GUIDE**



**403 Butler Avenue, PO Box 2749  
Tybee Island, Georgia 31328  
[www.cityoftybee.org](http://www.cityoftybee.org)  
912-786-4573**