

Operating a business is exciting and demanding for entrepreneurs. The City of Tybee Island wants to assist businesses to help ensure 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.

MAIN STREET (MS) OFFICE

The City of Tybee Island is a Classic Main Street Community with a variety of services available for entrepreneurs, preservationists and property owners. Program Directors and committee volunteers work with the coordinator to ensure a smooth process with starting a new business and / or improving an existing business via:

1. Providing current available commercial space information on the [MS website](http://www.cityoftybee.org/BetterHometownProgram.aspx) (www.cityoftybee.org/BetterHometownProgram.aspx)
2. Providing business friendly resources (in addition to those listed within this brochure)
3. Providing the means to obtain low interest loans and design assistance (in addition to those listed within this brochure)
4. Provide marketing strategies

The Main Street Coordinator works with businesses, community leaders, and the city based on the Main Street 4-point Approach®.

Phone: 472-5071

Email: cmorton@cityoftybee.org

PLANNING AND ZONING DEPARTMENT

Planning and Zoning Information

Before selecting a commercial location, research prior to purchasing / signing a lease is recommended. The Planning & Zoning Manager can help you determine zoning requirements. Particular areas of the Island are zoned for Commercial Use and are subject to land use conditions for compliance. The Planning & Zoning Manager determines Conditional Use permitting, handles variances and / or other restrictions. Some circumstances require the approval of the City Manager and / or City Council. The City's Code of Ordinances regulates construction, building size, lighting, and exterior business signs. Tybee is a barrier island which has unique coastal related requirements.

Phone: 472-5031

Email: dotto@cityoftybee.org

Building Inspections & Permits

Permits and building inspections are handled by Chatham County's Building Official. Permits and Inspections are needed to ensure building 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. A helpful guide about permitting and other Planning and Zoning Department services can be found [here](http://www.cityoftybee.org/BuildingAndZoning.aspx) (<http://www.cityoftybee.org/BuildingAndZoning.aspx>). The Building Official has regular hours on Mondays and Fridays 8:00am – 12:00pm and Wednesdays 12:00pm – 4:00pm in the Planning and Zoning Department.

Phone: 472-5032

LICENSING AND TAXES

A business license is required to operate a business on Tybee Island.

Business / Alcohol Licensing Information

Licenses are issued after requirements have been met and fees have been paid. Licenses are good for the current calendar year and must be renewed annually.

It is recommended that business owners, property owners, contractors, and developers obtain the rules and regulations prior to licensing and / or beginning a project.

Businesses 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.

Phone: 472-5072

Email: sshaver@cityoftybee.org

Federal ID & 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.ntax.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.

FINANCE DEPARTMENT

Businesses that provide lodging and alcohol are responsible for reporting hotel / motel (bed) tax and liquor tax collections to the Finance Department.

Phone: 472-5022

Email: cprice@cityoftybee.org

PARKING SERVICES DEPARTMENT

The City's Parking Services Department is 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: 472-5101

Email: parking@cityoftybee.org

WATER & SEWER DEPARTMENT / UTILITIES

These departments are responsible for city water line repairs including meter issues.

Phone: 472-5051

Email: greese@cityoftybee.org

Billing and service on basic utilities, including trash and water, contact information is below.

Phone: 472-5025

Email: nsmith@cityoftybee.org

DEPARTMENT OF PUBLIC WORKS

Public Works is responsible for all city waste container pickup and maintenance of city property. The recycling center at DPW has containers for aluminum, newspapers and cardboard. Access to the recycling center is available during the following times: M – F 7:30am – 4:30pm, St – Su 12:00pm – 2:00pm.

Phone: 472-5041

Email: jwilson@cityoftybee.org

Location: 76 Polk Street

POLICE DEPARTMENT

The Police Department works closely with Island businesses to make Tybee a safe and enjoyable city. Businesses may participate in the Police Department's Neighborhood Watch program to reduce shoplifting, theft, burglary, purse snatching, and vandalism against and around business area.

Phone: 472-5095

Email: ecoreno@cityoftybee.com

Location: 78 Van Horn

City Marshal

The City Marshal enforces City ordinances in collaboration with the Planning and Zoning Department and Police Department.

Phone: 472-5098

Email: wmillikan@cityoftybee.org

Location: 78 Van Horn

FIRE INSPECTION

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 Occupancy Load Certificate is required to be posted in all commercial buildings. Chatham County handles fire inspections for Tybee Island.

Phone: 472-5031

Email: dotta@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: 472-5061

Email: ssasser@cityoftybee.org

Location: 105 Jones Avenue

CHATHAM COUNTY HEALTH DEPARTMENT

Establishments serving anything edible are responsible for obtaining a license from the Health Department. Previous reports may be obtained prior to purchasing / leasing a food service establishment. This department regulates health codes and food related kitchen and safety inspections.

Phone: 356-2160

Website: www.gachd.org

Location: 24 Oglethorpe Professional Building, Savannah

BUSINESS RESOURCES

Low interest loans, consulting, financial support and design assistance programs are available to help entrepreneurs start and grow businesses. Contact the Main Street Coordinator for more information and updates.

Savannah-UGA's Small Business Development Center (SBDC)

SBDC offers free and confidential business consulting services as provided by The University of Georgia and the U.S. Small Business Administration. The resources available and classes offered by the center are valuable tools for entrepreneurs.

Phone: 651-3200.

Small Business Assistance Corporation (SBAC)

SBAC is a specialized, non-profit business development organization licensed, in part, by the U. S. Small Business Administration (SBA), to promote economic growth. They offer a variety of loan programs for new and existing businesses in the Savannah service delivery area.

Phone: 232-4700

DCA Downtown Development Revolving Loan

The Tybee Island Main Street Program works with the Department of Community Affairs (DCA) to assist small businesses and property owners with the Downtown Development Revolving Loan Fund (DDRLF) in efforts to revitalize and enhance the main corridor by providing below-market rate financing to fund capital projects in core historic downtown areas and adjacent historic neighborhoods where DDRLF will spur commercial redevelopment.

DCA – Georgia Trust's Main Street Design Assistance

The MS Program has access to professionals that can provide design and technical assistance for façade improvements. These services ensure proper and attractive rehabilitation and revitalization of Georgia's downtown historic, non-historic, "non-contributing" buildings, or planned infill commercial structures in order to maintain the sense of place and overall character of our historic downtown and through the corridor.

State Historic Preservation Tax Incentives

Tybee is an island that embraces its history. Georgia State Income Tax Credit Program for Rehabilitated Historic Property allows eligible participants to apply for a state income tax credit equaling 25% of qualifying rehabilitation expenses capped at \$300,000 for income-producing properties. The credit is a dollar for dollar reduction in taxes owed to the State of Georgia and is meant to serve as an incentive to those who own historic properties and wish to complete rehabilitation.



TYBEE ISLAND BUSINESS RESOURCE GUIDE

Provided by the
Main Street (MS)
Business Assistance Committee



403 Butler Avenue, PO Box 2749
Tybee Island, Georgia 31328

www.cityoftybee.org

912-786-4573