

Welcome to Richmond Hill



Thank you for considering Richmond Hill as a place to operate your business. The City of Richmond Hill wants to maintain a business friendly atmosphere and strives to make the experience of starting your business as simple as possible, while upholding our commitment to protect public health, safety, and welfare, along with the aesthetic and economic well-being of Richmond Hill.



City of Richmond Hill
Business Licensing
912-756-3345

Planning & Zoning
912-756-3641

Building Inspections
912-756-4521

Bryan Co Health Dept
912-756-2611

Police Department
912-756-3712

Zoning Administration
912-756-3735



Fire Department
912-756-3749



Zoning



Once you identify a tentative location for your business, please contact the Department of Planning & Zoning to determine whether or not your intended use of the property is permitted by the City of Richmond Hill Unified Development Ordinance, which can be found online at www.richmondhill-ga.gov on the Planning and Zoning page. We encourage business owners to complete this zoning and permitted use verification process early because certain zoning restrictions may apply that prohibit certain activities and uses.

Building Permits & Inspections



All businesses moving into a space are required to have an existing building/change of occupancy inspection. Upon approval a Certificate of Occupancy will be given and then the space be occupied.

Permits are required for the modification or repair of structural components of an existing building, electrical systems, plumbing systems, and HVAC systems. Permit fees are based on the extent of the work and how many inspections will be required. Permits are required **before** any work begins.

Building permit applications and forms can be found online at www.richmondhillga.gov on the Department of Planning and Zoning page.

Occupational Tax Certificate

An Occupational Tax Certificate, or business license, is required to conduct business in Richmond Hill, including home occupations. Applications can be obtained and renewed at City Hall. A business operating without an occupational tax certificate is subject to a legal penalty.

- The charge for an Occupational Tax Certificate depends on gross receipts of the business
- All occupational tax certificates expire on December 31st of each year regardless of when the license was originally obtained and must be paid and renewed by March 31st of each year.
- Each business location and each business name needs a separate Occupational Tax Certificate
- Moving locations requires a new Occupational Tax Certificate application with the change of address

We strongly encourage businesses to obtain an Occupational Tax Certificate before opening. However, a business may obtain an Occupational Tax Certificate within its first 30 days of operation.

Signage



We understand how important signage is for any business and are committed to helping you promote your business through signage, as well as keeping the City of Richmond Hill beautiful.

- 1 Submit a sign permit application to Planning & Zoning
- 2 Sign review is placed on the next Architectural Review Board meeting agenda
- 3 Submit permit for pre-permanent signage
- 4 Sign design is approved; Fees paid; Permit(s) issued

- Information needed with a permanent sign permit application: color rendering of sign dimensions, sign material, and sign location
- Please note signs are not to be installed prior to the issuance of a sign permit and associated building permit when applicable
- If only replacing a sign face on an existing sign, apply for a sign face replacement permit
- Temporary sign permits are required for grand opening and temporary signs

The City of Richmond Hill Signage Regulations are located within the Unified Development Ordinance and can be viewed online at richmondhill-ga.gov on the Planning and Zoning page.

