



# Change of Business Address Notification

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Updated **MAR 2026**

## NOTICE TO APPLICANT

Applicants must submit a copy of a signed lease agreement or proof of property ownership and include a copy of a current State Identification Card or Driver's License. A Life & Safety inspection will be required for the new location; however, home-based businesses may be exempt from this requirement. Completed applications may be mailed to the City of Pooler, Attn: Finance Department/Business Registration, 100 SW Highway 80, Pooler, GA 31322, or emailed to [finance@pooler-ga.gov](mailto:finance@pooler-ga.gov).

## OFFICE USE ONLY

Business Registration Staff Initials: \_\_\_\_\_ Issued: \_\_\_\_\_ Zoning Verification Received:  Y  N

## Business Information

Pooler Business License Number

Date

Business Name/DBA

FEIN

Previous Address

NAICS Code

Owner/Manager Name

Owner/Manager Email

Business Phone

New Location Address

Mailing Address (if different from above)

Relocation Effective Date

In accordance with the Chapter 26 of the Code of Ordinances of the City of Pooler, Georgia, I the undersigned certify that I am the person duly authorized to make this application for the change of address of this occupational tax certificate, alcohol license, utility account, or other permit in the City of Pooler. By signature below, I affirm that the information provided is true, correct, and complete.

Applicant Name

Applicant Signature

Date