



## DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4193 • FAX: 570-348-4171

# PROCEDURES FOR STARTING A NEW BUSINESS

1. Check with the City of Scranton Zoning Office to determine if said business/ use is permitted in a specific zone. If the use is not permitted, then approval from the *City of Scranton Zoning board* may be required. City of Scranton Zoning officer is at 570-348-4193 x4512 or x4280
2. All new businesses must register with the *Single Tax Office* located at the former Globe Store, 123 Wyoming Ave Scranton, PA 18503 or contact their office at 570-963-6756
3. Applicant must fill out the City of Scranton Certificate of Occupancy application along with business license application in its entirety. Hand in the application to City of Scranton Licensing Department or via email [lpiaf@scrantonpa.gov](mailto:lpiaf@scrantonpa.gov) and then schedule a general building inspection of the property. The fee is \$350.00 for new business or \$50.00 for new owner of same business. This is inclusive of an initial and final inspection and the issuance of a certificate of occupancy. It is non-refundable and payments are due prior to inspection being performed. We accept Credit card, Debit card, check or money order payments.
  - a. *Inspections are performed Monday, Wednesday and Friday 9am, 10am, 11am, 1pm or 2pm*
4. The inspectors will meet on site of the requested building inspection. Upon completion, the inspector will issue an inspection report with violations (if any) noted and a time frame in which the violations shall be remedied.
  - a. *If noted violations are found, you must use licensed Contractors in the City of Scranton to obtain necessary permits to perform the work.*
  - b. *Contractors and/or business operators are responsible from contacting the appropriate inspectors to have their rough-in and final inspections performed*
5. For business erecting a sign, check with the City of Scranton Permits office to determine whether a permit is needed. Most signs require both a zoning permit and building permit. *Signs are to be installed by a licensed contractor in the City of Scranton.*
6. Once your final inspection passes, a Certificate of Occupancy shall be issued by the Building Code Official. *Please note, no building, structure or space shall be used or occupied without first having received a Certificate of Occupancy by the Building Code Official*
7. **Food and Drink Related:** For prospective eating and drinking establishments, in addition to the above listed requirements, you are required to obtain an *Eating and Drinking/ Health License*. You need to acquire an application for an eating and drinking license. The application is to be completed in full and accompanied with a fee. Fee to be determine based on use and number
8. **Food and Drink Related:** Before the issuance of *Eating and Drinking/ Health License*, the food/drink establishment must pass a final health inspection. The inspection process will fall in line with step 2 of said procedures. A Health license will not be issued until the issuance of a Certificate of Occupancy by the Building Code Official. The health inspector can be reached at 570-348-4193 x 4522 during normal business hours Monday through Friday 8am-4pm



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**APPLICATION FOR BUSINESS LICENSE**

*Please fill out and return to City of Scranton to Schedule Initial Inspection*

Address of Building/ Business: \_\_\_\_\_

Map ID/ Pin Number of Property: \_\_\_\_\_

**OWNER OF BUILDING INFORMATION:**

Property Owner/ Landlord Name: \_\_\_\_\_

Authorized Agent (*If owner is listed under a fictitious name*): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**BUSINESS OWNER INFORMATION:**

Business Owner/Operator/Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

**BUSINESS INFORMATION:**

Type of Business: \_\_\_\_\_

***Please note, if this is a Food Facility, Hair Salon, Barber Shop, Nail Salon, car lot, additional information might be required***

Business Name \_\_\_\_\_

➤ *The applicant must provide proof the application is being made by an authorized corporate officer of a Corporation/Company or authorized partner of a Partnership, LP or LLP.*

Federal Tax ID Number: \_\_\_\_\_ Single Tax Office Account Number: \_\_\_\_\_

Prior Use of Property: \_\_\_\_\_ Last Occupied (*Month and Year*): \_\_\_\_\_

Second Hand Deal: \_\_\_\_\_ Does your Facility have a Scale: \_\_\_\_\_

Will you be having a Sign Installed advertising your business: \_\_\_\_\_

**EMPLOYEE INFORMATION**



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Number of Anticipated Employees \_\_\_\_\_

Do you have an employee Health Policy? \_\_\_\_\_

( An employee Health Policy establishes how to handle ill employees)

If NO, prior to opening, an employee Health Policy must be established, wither in writing or verbal and presented to every employee of the establishment.

**FACILITY SERVICE INFORMATION**

**DAYS OF OPERATION AND HOURS**

___ Monday	Time _____	___ Friday	Time _____
___ Tuesday	Time _____	___ Saturday	Time _____
___ Wednesday	Time _____	___ Sunday	Time _____
___ Thursday	Time _____		

**REFUSE:** *(Complete fully, if not Applicable put NA on Line)*

The Refuse Collector is \_\_\_\_\_

Pest Control Company \_\_\_\_\_

**ADDITIONAL INFORMATION REQUIRED**

*If this is a Hair Salon/Barber Shop, Tattoo Parlor, Tabaco Store/ Smoke Shop, Nail Salon, Massage Parlor, car sales/repairs/detailing, you will need to provide documents from the State showing proper licensing prior to issue of Certificate of occupancy, it will not hold up scheduling inspection on properties.*

**FACILITY OPENING**

An anticipated date of opening: \_\_\_\_\_

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*For official Use only*

**Date of Initial Inspection:** \_\_\_\_\_

**Is this a Food Facility?** \_\_\_\_\_ **Do they have a Health License on File?** \_\_\_\_\_

**Date of Final Inspection:** \_\_\_\_\_

**Permits taken out:** \_\_\_\_\_ **Permits closed out?** \_\_\_\_\_ **Cert of App ok to Issue** \_\_\_\_\_



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# APPLICATION FOR CERTIFICATE OF OCCUPANCY

*Fee: New Business \$350.00    New owner/ Change or Hands \$50.00*

**Address of Building/ Business:** \_\_\_\_\_

**Map ID/ Pin Number of Property:** \_\_\_\_\_

**Date of Initial Inspection:** \_\_\_\_\_ **Date of Final Inspection:** \_\_\_\_\_

**OWNER OF BUILDING INFORMATION:**

Property Owner: \_\_\_\_\_

Authorized Agent (*If owner is listed under a fictitious name*): \_\_\_\_\_

*(Official proof is required)*

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**BUSINESS INFORMATION:**

Intended Use of Property/ Space: \_\_\_\_\_

Prior Use of Property: \_\_\_\_\_

When was Space Last Occupied (*Month and Year*): \_\_\_\_\_

**BUSINESS OWNER INFORMATION:**

Business Name (*If applicable*): \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_ Single Tax Office Account Number: \_\_\_\_\_

Business Owner/Operator/Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

**INFORMATION:**

Who to contact when the Certificate of Occupancy is ready: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Submitted