

DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS / HEALTH INSPECTOR

THE CLEAN INDOOR AIR WORKER PROTECTION LAW

A. Introduction

The Clean Indoor Air Worker Protection Law was enacted to protect the public's health and welfare from dangerous, unnecessary and involuntary health risk associated with second hand smoke.

B. Definitions

- 1) **Private Club.** Any reputable group of individuals associated together as a not-for-profit organization for legitimate purposes of mutual benefit, entertainment, fellowship or lawful convenience which regularly and exclusively occupies, as owner or lessee, a clubhouse or quarters for the use of its members; and, which holds regular meetings, conducts its business through officers regularly elected, admits members by written application, investigation and ballot, and charges and collects dues from elected members. The club shall either be incorporated or, if unincorporated, provide proof of its continuous existence for the past ten years in a manner deemed sufficient by the **Department of Licensing, Inspections and Permits / Health Inspector**
- 2) **Drinking Establishment.** Any food or beverage establishment whose on-site sales of food for consumption on the premises comprises no more than 10% of the gross sales of both food, non-alcoholic and alcoholic beverages on an annual basis.

C. General Instructions - A separate application is required for each location.

Item 1 : Indicate exact name of business firm.

Item 2: Indicate address to which correspondence concerning this application is to be directed.

Item 3: Indicate Scranton business location.

Item 4: Person to be contacted if additional information is needed.

Item 5: Telephone number of contact person.

Item 6: Indicate Federal Identification Number (EIN) assigned to the business.

Item 7: Indicate City of Scranton Business Privilege Tax Account Number assigned to the business.

Item 8: Indicate the exact date taxable business activity or the Private Club commenced operation in Scranton.

Item 9: Select the appropriate block. Refer to definitions under Section B.

Item 10: Enter year and provide prior year receipts.

D. Attachments

Drinking Establishments. In addition to the signed application, please include a copy of the prior year federal tax return that will support *Item 10* of this application for the business.



**City of Scranton Department of
Licensing, Inspections and Permits /
Health Inspector**

FOR DEPARTMENT USE ONLY

Application No. _____

Date Received _____

Time Received _____

**THE CLEAN INDOOR AIR WORKER PROTECTION LAW
APPLICATION FOR EXEMPTION**

CLEARLY PRINT ALL INFORMATION

1. Applicant's Name

2. Applicant's Address

3. Scranton Address (If different from Applicant's Address)

4. Contact Name

5. Contact Telephone Number

6. Federal Employer Identification
or Social Security Number

7. Scranton Business
Tax Account Number

8. Date Business or Private Club
Began Operation in Scranton

9. Type of Exemption - Check only one box

A) Private Club

B) Drinking Establishment

10. Drinking Establishments Only: Gross Scranton Receipts for the Prior Tax Year

Enter Tax Year

Total Gross Receipts \$. 0 0

Onsite Sale of Food \$. 0 0

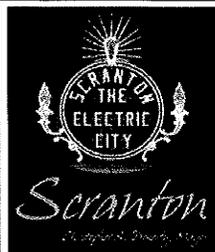
Gross Sales of Food,
Non-Alcoholic and Alcoholic Beverages \$. 0 0

Signature

Date

Print Name

Title



**City of Scranton Department of
Licensing, Inspections and
Permits / Health Inspector**
Scranton City Hall
340 N. Washington Ave.
Scranton, PA 18503

**CLEAN INDOOR AIR
WORKER PROTECTION LAW**

Application for Exemption

Type of Request (CHECK ONE ONLY)

Private Club

Drinking Establishment

Applicant Information

(Applicant must either be owner of drinking establishment or Secretary of Private Club.)

Last Name _____ First Name _____ MI _____

Address _____ Phone Number _____

Facility Information

Name of Establishment _____ Phone Number _____

Address _____ Scranton, PA Zip code _____

Contact Person's Name _____ Contact Person's Title _____

*INSTRUCTIONS: Please check off conditions only in the column that describes your establishment.
(Private Club or Drinking Establishment)*

CONDITION	PRIVATE CLUB	DRINKING ESTABLISHMENT
a. Onsite sales of food for consumption on the premises comprises no more than 10% of gross sales of both food, non-alcoholic and alcoholic beverages on an annual basis. (Applicant must complete attached Department of Licensing, Inspections and Permits application.)	N/A	<input type="checkbox"/>
b. This establishment was in legal operation and had a valid Certificate of Occupancy and Business Privilege License on the effective date of the Ordinance, January 7, 2007. (Copies of both must be attached to this form in order for the waiver to be processed.)	<input type="checkbox"/>	<input type="checkbox"/>
c. Private Clubs must adopt a resolution, by a minimum two-thirds vote of its Board or Membership (in accordance with its by-laws), approving the filing of a waiver application to the Licensing, Inspections and Permits Department. (A copy of the resolution must be attached.)	<input type="checkbox"/>	N/A

Continued on next page.

CONDITION	PRIVATE CLUB	DRINKING ESTABLISHMENT
<p>d. Private Clubs must regularly and exclusively occupy a clubhouse or quarters for the use of its members; and must hold regular meetings, conduct business through officers regularly elected, admit members by written application, investigation and ballot, and charge and collect dues from elected members. The club must either be incorporated or unincorporated, attach proof of its continuous existence for the past ten years.</p>	<input type="checkbox"/>	N/A
<p>e. There are no delinquent payments of any City or School District taxes, charges, fees, rents or claims or this establishment has entered into a payment agreement to pay any such delinquency and is abiding by the terms of such agreement. (Applicant must complete attached Department of Licensing, Inspections and Permits application.)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>f. There are no Scranton Code violations, and the establishment has all required zoning approvals, licenses, and permits.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>g. For Drinking Establishments: All employees were notified in writing at least one week in advance of application for this waiver. For Private Clubs: All employees were notified in writing at least one week in advance of vote to request waiver.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I certify that the information submitted is true to the best of my knowledge and I understand that if any of the information is not true, this application for waiver may be denied. I also agree to update immediately any information that might lead to revocation of the requested waiver.</p> <p>_____</p> <p style="text-align: center;"><i>APPLICANT'S SIGNATURE</i> <i>PRINT NAME</i> <i>DATE</i></p>		
<p style="text-align: center;"><u>DEPARTMENT OF LICENSES AND INSPECTIONS OFFICE USE ONLY</u></p> <p>I certify that the applicant has no outstanding L&I delinquencies or zoning violations; and possesses a valid Business Privilege License and Certificate of Occupancy.</p> <p>_____</p> <p style="text-align: center;"><i>SIGNATURE</i> <i>TITLE</i> <i>DATE</i></p>		
<p style="text-align: center;"><u>DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS / HEALTH INSPECTOR</u></p> <p>I certify that the applicant has no delinquent City or School District tax liabilities, charges, fees, rents or claims. I also certify that, based on the information provided by the applicant, the applicant has the required food and alcohol ratio to qualify for this waiver.</p> <p>_____</p> <p style="text-align: center;"><i>SIGNATURE</i> <i>TITLE</i> <i>DATE</i></p>		
<p style="text-align: center;"><u>DEPARTMENT OF PUBLIC HEALTH OFFICE USE ONLY</u></p> <p>I certify that the applicant has met the conditions for a waiver to subsection 10-602(3)(a). Request for a waiver is granted. This waiver will expire on January 7, 2008 for Drinking Establishments.</p> <p>_____</p> <p style="text-align: center;"><i>SIGNATURE</i> <i>TITLE</i> <i>DATE</i></p>		