

# STEPS TO OPENING A BUSINESS IN THE CITY OF SCRANTON

1. CHECK WITH ZONING OFFICER TO SEE IF IT IS A PERMITTED USE AT THAT ADDRESS.  
570-348-4193 X 4512. IF NOT, YOU MAY HAVE TO GO TO ZONING BOARD.
2. IF ZONING IS OK, THEN CALL OR COME IN TO SCHEDULE A GENERAL INSPECTION FOR THE COMMERCIAL BUSINESS OPENING. COST IS \$350.00 WHICH INCLUDES THE CERTIFICATE OF OCCUPANCY WHICH YOU WILL RECEIVE AT END OF PROCESS.
3. THE ABOVE PAYMENT OF \$350.00 IS DUE BEFORE THE INSPECTORS COME OUT INCLUDING THIRD PARTY INSPECTORS TO GO THROUGH THE ANTICIPATED BUSINESS.
4. REPORTS WILL BE GIVEN TO THE TENANT/OWNER OPENING ANTICIPATED BUSINESS OF CHANGES.
5. IF WORK NEEDS TO BE DONE, PLUMBING, ELEC.OR MECHANICAL, ALL PERMITS NEED TO BE PULLED BY A LICENSED CONTRACTORS LICENSED WITH THE CITY OF SCRANTON LIPS OFFICE. ASK CLERKS AT COUNTER AREA ANY QUESTIONS YOU HAVE ON THIS.
6. IF WORK IS NEEDED YOUR CONTRACTOR NEEDS TO CONTACT FOR A FINAL INSPECTION. AT THAT POINT, A FINAL INSPECTION IS DONE ALL REPORTS ARE EMAILED AND THEN THE NEXT STEP STARTS.
7. FOR BUSINESSES – NON FOOD RELATED – YOU MUST REGISTER WITH SINGLE TAX OFFICE LOCATED IN THE STEAMTOWN MALL 2<sup>ND</sup> FLOOR OUTSIDE OLD BONTON STORE
8. IF PUTTING A SIGN UP ON YOUR BUSINESS, EITHER FOOD OR NON FOOD RELATED BUSINESS, ASK CLERK FOR A LIST OF LICENSED SIGN HANGERS WHO PULL PERMITS TO PUT THE SIGN(S) UP.
9. A CERTIFICATE OF OCCUPANCY WILL THEN BE ISSUED WHEN BUSINESS IS READY TO OPEN BY THE DIRECTOR OF THE L.I.P.S DEPARTMENT.
10. FOR BUSINESS – FOOD RELATED – THERE IS AN APPLICATION (EATING & DRINKING- HEALTH LICENSE) THAT MUST BE COMPLETED. COPIES ARE NEEDED FOR YOUR FILE AND ALL PAPERWORK HAS TO BE SUBMITTED. THE COST IS LOCATED ON THE LAST SHEET OF THE FOOD RELATED APPLICATION.
11. AGAIN ONCE FINAL INSPECTION FROM 3<sup>RD</sup> PARTY IS SCHEDULED THEN AN EMAIL WITH A PASS OR FAIL COMES FROM 3<sup>RD</sup> PARTY. IF FAIL A FEE IS CHARGED FOR THEM TO REINSPECT (ASK CLERK). IF INSPECTION PASSES THEN PROCESS CONTINUES.
12. ONCE ALL PAPERWORK FOR FOOD RELATED BUSINESSES IS SUBMITTED IT IS THEN GIVEN TO DIRECTOR TO REVIEW AND NEW BUSINESS TENANT/OWNER WILL THEN BE NOTIFIED.

ANY QUESTIONS PLEASE ASK CLERKS AT COUNTER OR CALL 570-348-4193 EXT. 4580 OR EXT 4517



DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS

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

APPLICATION FOR CERTIFICATE OF OCCUPANCY

Fee: Commercial \$350.00 Residential \$250.00

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

Map/Pin Number \_\_\_\_\_

Building Owner: \_\_\_\_\_

Authorized Agent if Owner is a Corporation \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Contact Information \_\_\_\_\_

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

Tax ID Number \_\_\_\_\_

Scranton Single Tax Office Account Number \_\_\_\_\_

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

Address of Business Owner/Operator/Agent \_\_\_\_\_

Contact Information \_\_\_\_\_

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

Prior use of Property/Space \_\_\_\_\_

When was the Property/Space last Occupied \_\_\_\_\_

Name, Address & Contact Information of Person requesting the Certificate of Occupancy:

\_\_\_\_\_  
\_\_\_\_\_

Please supply the following permit information, where applicable:

	<u>Permit Number</u>	<u>Issue Date</u>
Building:	_____	_____
Plumbing:	_____	_____
Electrical:	_____	_____
Mechanical	_____	_____

Applicant's Signature

Date