



# Procedures for Starting a New Business

1. Check with the zoning office to determine if said business/use is permitted in a specific zone. If the use is not permitted, then approval from the Board of Zoning may be required. Applicant is required to file an appeal before the Zoning Board. Zoning Officer can be contacted at: 570-348-4193 x 4512.
2. If the business/use is a permitted within said zone, the next step is scheduling a general building inspection of the property and complete a certificate of occupancy application. The fee for a commercial building inspection is \$350.00. This is inclusive of an initial and final inspection and the issuance of a certificate of occupancy. Payments are due prior to the inspection being performed.
3. The inspectors will meet on site of the requested building inspection. Upon completion, the inspectors will issue an inspection report with violations (if any) noted and a time frame in which the violations shall be remedied.
4. If UCC permitted work is required, then licensed contractors in the City of Scranton shall be required to obtain the necessary permits to perform the work.
5. Contractors and/or business operators are responsible for contacting the appropriate inspectors to have their rough-in and final inspections performed.
6. All new businesses must register with the Single Tax Office located within the Marketplace at Steamtown prior to opening. Tax office contact number is: 570-963-6756.
7. For businesses erecting a sign, check with this 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.
8. 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 BCO.**

## FOOD & DRINK RELATED

9. For prospective eating and drinking establishments, in addition to the above process, 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 determined based on use and number.
10. Before the issuance of an Eating & 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 BCO. The Health Inspector can be reached at 570-348-4193 x 4522.

*\*Once these procedures are satisfied, the business is deemed lawful and permitted to open.\**