



DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS

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

PLEASE TAKE ONE

Pa. Gov. Tom Wolf announced Wednesday (April 22, 2020) that construction projects can restart before the state begins to reopen amid the coronavirus pandemic. Wolf said that construction that was previously deemed non-essential can begin on May 1, even though his phased red, yellow, green plan to start lifting parts and eventually all of the statewide stay at home order on a county-by-county basis won't begin until at least May 8.

When applying for permits, we are asking that you do the following, due to City Hall being closed to the public until further notice. By doing these steps, It will help streamline the permit process as best as possible in these challenging times.

- ✚ When applying for a permit, we are asking that you either email or fax a copy of the permit application filled out in its entirety and sub code (if necessary). Please also send in a signed contract
 - Starting Friday May 1, 2020, There will be a drop place inside the City Hall main doors, please make sure the application(s) and documents are in an envelope. **The doors will be open Monday through Friday 8:30am – 3:00pm** Please make sure that the application is in an envelope so that the documents stay together.
 - Applications can be found on our website at www.scrantonpa.gov under city departments, Licensing, Inspections and Permits. **Please make sure you are using the most recent application- old applications might not be accepted.**
 - Once you get to the departments portion of the website, there is a hyperlink for Applications, all applications for permits and sub codes are available to be filled in
- ✚ Once the application(s) are filled out, you can email the application(s) and necessary paperwork to lpiaf@scrantonpa.gov or fax them to 570-348-4171 or starting May 1, 2020 drop the application in an envelope inside City Hall main doors in the drop spot **Monday – Friday 8:30am-3pm.**
- ✚ Once this office receives the application(s), we will process it on our end and be in contact when it is ready for payment
- ✚ When we contact you for payment, we are *highly recommending* that if you have the ability to pay over the phone with a credit card or debit card that you do so.
- ✚ If you are able to pay by card, we will be able to process the payment and email or fax you a copy of the approved permit and copy of the receipts for you to get started. We will send the hard copies in the mail to follow.
 - Should there be plans that are needed to be picked up and you pay over the phone, we will explain to you where you can pick them up.
- ✚ Should your company want to pay by check, you will have to mail in the checks and we will mail you back the permit until City hall is back open to the public.
 - Should there be plans that are needed to be picked up and you pay by check, once the check is received, we will explain to you where you can pick them up

Should you have any questions, please don't hesitate to contact our office during normal business hours at 570-348-4193, we are in the office Monday thru Friday 8am to 4:30pm or you can email

klucas@scrantonpa.gov