



We're glad that you are interested in locating or expanding your business in Scranton. This checklist will help make this process as simple as possible so you can get to the business of running your business!

Getting Started

The following items serve as the foundation for any business looking to operate within the City.

- ❖ I have outlined my business operations in a business plan or similar document. Yes Partly No
- ❖ My business is legally formed and authorized to conduct business in Pennsylvania. Yes Partly No
- ❖ I have identified potential locations in Scranton for my business. [Need help?](#) Yes Partly No

Address #1:

Address #2:

Address #3:

- ❖ I have the financing in place necessary to facilitate this project. Yes Partly No

Share the Details

With the groundwork of your business complete, it is time to set up a meeting with the Office of Community Development (OCD). OCD encompasses site selection, planning and zoning, code enforcement, permitting, economic development, and health. This arrangement is essential to providing a streamlined experience for you and your business.

- ❖ Email scranton311@scrantonpa.gov or call 570-348-4256 to set up a meeting today.

Location Viability

When settling on a location for your business, it helps to locate in an area where it's permitted! **If permits and/or approvals are pending, you may want to condition any sale or lease upon their receipt.**

- ❖ Donald J. King, AICP, CFM – City Planner Hours: 8:00 AM – 4:30 PM Phone: 570.348.4280 Fax: 570.348.4171 Email: planning@scrantonpa.gov Hours: 8:00 AM – 4:30 PM

Permitting/Approvals

You are now at the point where it will become necessary to acquire the necessary permits for your business. The City has recently streamlined this process for your convenience, and we'll be happy to help you through this process. Please contact Code Enforcement to get started.

Tom Oleski – Director
Office Hours: Monday – Friday, 8:00am to 3:30pm
Phone: (570) 348-4193
Fax: (570) 348-4171

- ❖ The first submission is the Certificate of Occupancy and supplemental documents listed below:

[Certificate of Occupancy](#) Submitted
[Building Permit](#) Submitted
[Health License](#) (if applicable) Submitted N/A

- ❖ Your submission above will trigger additional permits as needed below and the corresponding departments will be notified that your permit will need to be reviewed:

| | | | |
|----------------------------|------------------------------------|-----------------------------------|------------------------------|
| Electrical | <input type="checkbox"/> Submitted | <input type="checkbox"/> Approved | <input type="checkbox"/> N/A |
| Plumbing | <input type="checkbox"/> Submitted | <input type="checkbox"/> Approved | <input type="checkbox"/> N/A |
| Mechanical | <input type="checkbox"/> Submitted | <input type="checkbox"/> Approved | <input type="checkbox"/> N/A |
| Fire | <input type="checkbox"/> Submitted | <input type="checkbox"/> Approved | <input type="checkbox"/> N/A |
| Traffic | <input type="checkbox"/> Submitted | <input type="checkbox"/> Approved | <input type="checkbox"/> N/A |
| <input type="checkbox"/> | <input type="checkbox"/> Submitted | <input type="checkbox"/> Approved | <input type="checkbox"/> N/A |
| <input type="checkbox"/> | <input type="checkbox"/> Submitted | <input type="checkbox"/> Approved | <input type="checkbox"/> N/A |
| <input type="checkbox"/> | <input type="checkbox"/> Submitted | <input type="checkbox"/> Approved | <input type="checkbox"/> N/A |

- ❖ If you are planning on altering façade for your business or installing signs within one of the City's [Historic Districts](#), you will need to seek a Certificate of Appropriateness from the Historic Architecture Review Board.

[Certificate of Appropriateness](#) Submitted Approved N/A
Historic District Design Guidelines & Map

Final Steps

You're almost across the finish line. Once you secure the items below, the City considers you officially open for business!

- ❖ Certificate of Occupancy (and Health License if Applicable) Secured Permit #: Issue Date:
 Secured License #: Issue Date:

- ❖ Now it is time to register your new business with the **Single Tax Office** and **Berkheimer Tax Office**.

Single Tax Office

located at 123 Wyoming Ave. on the 2nd floor. Phone 570-963-6756 Fax 570-963-6425 Hours of Operation Monday through Friday 8:30am to 4:30pm

Berkheimer Tax Office

Phone Number: (570) 342-1261 Location: 225 The Mall At Steam town, Scranton, PA 18503

Congratulations on successfully opening your business! Please review below for financial resources you may be eligible for.

Financial Resources

Now it is time to research what business grants, you may be eligible for. The City and community partners are committed to supporting small business & entrepreneurship. Please email Tcluciani@scrantonpa.gov or Tzilaitis@scrantonpa.gov to find out if you are eligible for any of the following programs:

- ❖ Microgrants for Small Business Startups
- ❖ Local Share Account
- ❖ Loan to Grant Program
- ❖ ARPA Grants for new business startup or expansion
- ❖ Revolving Loan Fund
- ❖ Redevelopment Assistance Capital Program

Community Resources

- ❖ **The University of Scranton Small Business Development Center (SBDC)**

600 Linden St, Scranton PA 18503

(570) 941-7588

www.scrantonsbdc.com

Providing confidential small business virtual consulting at no cost and quality training programs. The University of Scranton SBDC is the resource entrepreneurs in all industry sectors can turn to for help – help that can make the difference between success and failure.