



City of Scranton New Business Guide



If you are interested in starting, expanding, or relocating your business in Scranton, Pennsylvania, this simple guide will help you keep track of your progress as you get to work establishing your new business in the city.

Start with the Basics

As you move forward with establishing your new business in the City of Scranton, you will need to accomplish the following tasks, which will serve as the foundation of your successful venture:

- ❖ Create a comprehensive outline of your business operations in a formal business plan or similar document.
- ❖ Confirm that your business is legally formed and authorized to conduct business in the state of Pennsylvania.
- ❖ Ensure that financing plans are in place which may be necessary to launch your new business.

Location Viability

When choosing a suitable location for your business, it is essential to select an area where commercial activity is permitted. Business owners can visit the City Planning and Zoning office for in-person assistance on the first floor of City Hall, or by using the contact information below:

City Planning and Zoning
340 N. Washington Ave.
Scranton, PA 18503

Office Hours: Monday through Friday, 8:00 am to 4:30 pm
Phone: (570) 348-4280
Email: planning@scrantonpa.gov

Permitting and Approval Process

Be sure to obtain 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 keep in mind, you must use licensed contractors in the City of Scranton to perform any required work at your business location.

Please contact Code Enforcement to get started:

Bureau of Code Enforcement
340 N. Washington Ave.
Scranton, PA 18503

Office Hours: Monday through Friday, 8:00 am to 4:30 pm
Phone: (570) 348-4193
Fax: (570) 348-4171

Prior to opening any business to the public, you must obtain the following:

Certificate of Occupancy
Health License (if food and beverages will be served or sold)
Building Permit(s) (if any improvements to the property must be made)

Once an application for a Certificate of Occupancy has been submitted, a preliminary inspection of your business location will be completed. Any health and safety issues or building code violations will be noted and will need to be addressed by contractors who are licensed and approved to do business in the City of Scranton. You will need to obtain **building permits** for the following types of work:

Electrical Plumbing Mechanical Signage Façade Improvements HARB Designated Buildings

After renovations are complete, an inspector will meet you at the business location to complete a secondary inspection of the work you have had completed. When your project is complete, and has passed the final inspection, the inspector will mail a Certificate of Occupancy to you which must be displayed in a prominent location at the business.

Final Steps to Registration

You're almost across the finish line! Once you secure your Certificate of Occupancy and Health License (if applicable), the City considers you officially open for business!

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

Scranton Single Tax Office

Address: 315 Franklin Avenue, Scranton, PA 18503 **Phone:** (570) 963-6756 **Fax:** (570) 963-6425

Hours of Operation: Monday through Friday 8:30 am to 4:30 pm

Berkheimer Tax Innovations

Address: The Marketplace at Steamtown (Unit 116), 300 Lackawanna Avenue, Scranton, PA 18503

Phone: (610) 599-3140 **Hours of Operation:** Tuesday, Thursday and Friday 10:00 am to 4:30 pm

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

Financial Resources Available to Scranton Businesses

Now it is time to research what business grants or loans you may be eligible for. The City and community partners are committed to supporting small business & entrepreneurship. Please email tzilaitis@scrantonpa.gov or tcipriano@scrantonpa.gov to find out if you are eligible for City of Scranton business grant and loan programs.

Community Resources in the Greater Scranton Area

- ❖ **The University of Scranton Small Business Development Center (SBDC)**
600 Linden Street, Scranton, PA 18503
(570) 941-7588
www.scrantonsbdc.com
No-cost, confidential, virtual business consulting and business education services for new and experienced business owners
- ❖ **The Greater Scranton Chamber of Commerce**
222 Mulberry Street, Scranton, PA 18503
(570) 342-7711 x137 Economic Development Specialist
www.scrantonchamber.com
Small business financing, workforce development, leadership development
- ❖ **NEPA Alliance**
1151 Oak Street, Pittston, PA 18640
(570) 655-5581
www.nepa-alliance.org
Federal and State grant assistance, business financing, government contracting assistance