



Steps to Start a Business in the City of Wilkes-Barre

1

Provide Planning & Zoning Office with the following:

- Address and Square Footage of Business's Proposed Location
- Name, Address, and Phone of Property Owner of Record
- Previous Use of Property
- Parking Information (if Applicable)

2

Schedule appointment with City's Zoning Officer at 570.208.4164 to complete a business permit zoning application.

Fee Schedule

- Zoning Application Fee: \$150
- Zoning Business Sign Application Fee: \$150
- Zoning Hearing Board Appeal fee (if necessary): \$350
- Zoning Hearing Board Home Occupation Fee (if necessary) \$250

*Language interpreter
service available*

3

Once business permit zoning application is approved, contact the Code Enforcement Office at 570.208.4127 for an occupancy permit.

Fee Schedule

- Commercial Structures/Buildings under 6,000 square feet: \$125
- Commercial Structures/Buildings over 6,000 square feet: \$250
- Over 6,000 sq. ft.: Additional Fee per Unit (if applicable)

4

If opening a business providing food and/or beverages service, notify the Health Department at 570.208.4268 to schedule an health inspection.

Fee Schedule

- | | |
|--|----------------------------|
| • Restaurant Initial License Fee: \$300 | Renewal License Fee: \$200 |
| • Catering Initial License Fee: \$300 | Renewal License Fee: \$250 |
| • Retail Food Initial License Fee: \$100 | Renewal License Fee: \$40 |
| • Bakery License Fee: \$150 | Other: Call for Details |

5

Contact Berkheimer tax administrator to complete registration for city taxes:

- | | |
|-------------------------------------|---|
| • Earned Income Tax | • Local Service Tax |
| • Business Privilege/Mercantile Tax | • Parking Transaction Fee (if applicable) |

www.wilkes-barre.city

Tax Information

**Contact Berkheimer tax administrator to
complete registration for city taxes**

(610) 599-3140

www.hab-inc.com/forms/forms-for-employers/

Earned Income Tax

(866) 701-7206

www.hab-inc.com/employer-registration-form-eit/

Business Privilege/Mercantile Tax

(610) 599-3140

www.hab-inc.com/employer-registration-business-privilege-mercantile/

Local Services Tax

(866) 701-7206

www.hab-inc.com/wp-content/uploads/LSTRegl810-LSTRegistration.pdf

Parking Transaction Fee

Applies to parties operating a parking lot and charging for parking

See Berkheimer at www.hab-inc.com for more information

Small Business Development Resources

U.S. Small Business Administration (Wilkes-Barre Office)

7 North Wilkes-Barre Blvd., Wilkes-Barre, PA 18702

570.826.6206 www.sba.gov

Greater Wilkes-Barre Chamber of Commerce

2 Public Square, Wilkes-Barre, PA 18701

570.823.2101 www.wilkes-barre.org

Wilkes-Barre Connect

Public Square, Wilkes-Barre, PA 18701

570.823.2101 www.wilkesbarreconnect.org

Diamond City Partnership

4 Public Square, Wilkes-Barre, PA 18701

570.208.9737 www.downtownwilkes-barre.org

Small Business Development Center at Wilkes University

85 South Main Street, Wilkes-Barre, PA 18701

570.408.4340 www.wilkes.edu/sbdc

Score

7 Wilkes-Barre Blvd., Wilkes-Barre, PA 18702

570.826.6502 www.score.org

NEPA Alliance

115 Oak Street, Pittston, PA 18640

570.655-3634 www.nepabfc.org

Pennsylvania Community Development & Finance Corporation

2561 Bernville Road, Reading, PA 19605

610.898.6045 www.pcdfc.com

Women's Business Development Center

1315 Walnut Street, Philadelphia, PA 19107

215.790.9232 www.womensbdc.org



City of Wilkes-Barre

Contact Information



Website

www.wilkes-barre.city



Facebook

www.facebook.com/WilkesBarreCity



Mayor's Office

570.208.4158

Administration

570.208.4157