

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



#### 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)



Schedule appointment with City's Zoning Officer at 570.208.4164

to complete a business permit zoning application. Zoning Application Fee: \$150

Fee

Zoning Business Sign Application Fee: \$150

**Schedule** • Zoning Hearing Board Appeal fee (if necessary): \$350

Zoning Hearing Board Home Occupation Fee (if necessary) \$250



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

Fee

• Commercial Structures/Buildings under 6,000 square feet: \$125

**Schedule** 

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



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

Fee

• Restaurant Initial License Fee: \$300

Renewal License Fee: \$200

Language interpreter

service available

Schedule • Retail Food Initial License Fee: \$100

• Catering Initial License Fee: \$300

Renewal License Fee: \$250 Renewal License Fee: \$40

• Bakery License Fee: \$150

Other: Call for Details



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)

### 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/LSTRegI810-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



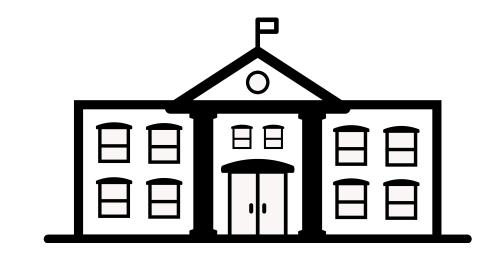
# City of Wilkes-Barre Contact Information



Website www.wilkes-barre.city



Facebook www.facebook.com/WilkesBarreCity



Mayor's Office

570.208.4158

Administration

570.208.4157