

HOW TO APPLY FOR A BUSINESS LICENSE

Generally, the application process may take seven to 10 business days, but the process depends on the business activity. Please complete the entire business license application package prior to the submission. Be sure that all signature lines have been signed and dated.

IN-PERSON APPLICANTS: STEP 1

An applicant must submit the Business License Application form and payment for the business license fee at the time of the submission. Be sure to bring the following....

- A copy of government-issued photo identification or passport.
- Signed and dated Affidavit Forms must accompany certain Business License applications.
- All regulatory permits issued by the Commonwealth of Pennsylvania, if applicable. Examples include, but are not limited to Retail Licenses and Inspection Reports.

IN-PERSON APPLICANTS: STEP 2

The application is sent electronically to the Zoning Administrator, the Fire Inspector and/or other city department for specific approvals, if required. ALL applications must be reviewed and approved by the Zoning Administrator to verify a business can exist in the desired location. Some license applications may require site inspections, safety plans and additional research to determine approval.

IN-PERSON APPLICANTS: STEP 3

After the Zoning Administrator, Fire Inspector and/or other city departments have reviewed and approved the application, the Business License Division will review the complete Business License package. Final review ensures that all required department approvals are complete and required documents have been accurately submitted.

After the final review, a business license is issued, printed and mailed to the business owner.