**Checklist/Information Worksheet**

* In a Business Plan or other formal document, I have clearly defined my business.
* I have determined and established the type of legal entity for my business (e.g., corporation, partnership, sole proprietor, etc.).
* I have the necessary financing in place to facilitate this project, including the cost of any building alterations, third party architecture reviews, and business operations and start-up costs.

**Contact the Office of Business Development at** **business@allentownpa.gov** **or visit** [**https://www.allentownpa.gov/Work/Capital**](https://www.allentownpa.gov/Work/Capital) **to learn more about financing programs.**

* I have investigated, visited, and selected potential sites in Allentown to locate my business. My top 4 locations are:

Address #1:

Address #2:

Address #3:

Address #4:

* I have contacted the Zoning Office, (610) 437-7630 for the location I desire to do business.
**If permits and/or approvals are pending, you may want to condition any sale or lease upon their receipt.**
* I have obtained my [Zoning Permit](https://www.allentownpa.gov/Portals/0/files/Planning_Zoning/ZoningApp.pdf). Date:
* I have acquired/started a lease for my business location.

Address:

Lease start/Purchase Date:       Monthly Cost: $

* If you are planning on altering façade for your business or installing signs within one of the City’s [Historic Districts](https://www.allentownpa.gov/Planning-and-Zoning/Historic-Preservation/Historic-Districts), you will need to seek a Certificate of Appropriateness from the Historic Architecture Review Board.
	+ [Certificate of Appropriateness](https://www.allentownpa.gov/Portals/0/files/Planning_Zoning/HISTORIC%20PRESERVATION/COA%20Application_2021.pdf) AND [Historic District Design Guidelines](https://www.allentownpa.gov/Portals/0/files/Planning_Zoning/HISTORIC%20PRESERVATION/2022%20%20%20%20Allentown%20Guidelines%20for%20Historic%20Districts%20-2022_Final.pdf)
* If your business is a childcare, long-term care, or food service facility, you will need additional approvals from the Bureau of Environmental Health.
	+ View the [review packets for each area on the website](https://www.allentownpa.gov/Health-Bureau/Environmental-Health-Services).
* Contacted the Bureau of Building Standards and Safety, 610-437-7690 for approval and a basic understanding of the code requirements based on my intended use.
* I have complete drawings for construction/alterations of the property where my business will be located.
Date:

Architect:       Phone:

Engineer:       Phone:

Third Party Reviewer       Phone:

* I have submitted drawings for review for construction/alterations to the property.

Date Submitted to City:

Date Approved by City:

**Your approved FIELD COPY must be on the jobsite at all times. No inspections will occur without an approved field copy.**

* I have pulled [all the necessary permits to complete my work](https://www.allentownpa.gov/Portals/0/files/BuildingStandards/commercial%20permit%20requirements%281%29.pdf) – using licensed and insured contractors (check all that apply).

**ATTENTION**: Any work performed without permits, regulated under the UCC, will be assessed a fine of $100 / permit required in addition to the actual fee(s) for the necessary permit(s).

* [**Building/Alterations (BP/AP)**](https://www.allentownpa.gov/Portals/0/files/BuildingStandards/2018Forms/BuildingSubcodeApp.pdf) Inspector:       Phone:
* [**Electrical (EP)**](https://www.allentownpa.gov/Portals/0/files/BuildingStandards/2018Forms/ElectricalSubcodeApp.pdf) Inspector:       Phone:
* [**Plumbing (PP/SC)**](https://www.allentownpa.gov/Portals/0/files/BuildingStandards/PlumbingSubcodeApp.pdf) Inspector:       Phone:
* [**Mechanical (HE/PA)**](https://www.allentownpa.gov/Portals/0/files/BuildingStandards/2018Forms/MechanicalSubcodeApp.pdf) Inspector:       Phone:
* [**Health**](https://www.allentownpa.gov/Health-Bureau/Environmental-Health-Services/Food-Protection-Services) Inspector:       Phone:
* [**Engineering**](https://www.allentownpa.gov/Public-Works/Engineering/Permits-Applications) Inspector:       Phone:
* [**Fire (SS/TP)**](https://www.allentownpa.gov/Portals/0/files/BuildingStandards/2018Forms/FireProtectionApp.pdf) Inspector:       Phone:
* **Other(s)**  Inspector:       Phone:
* I have determined when and for what work I need to have inspectors approve my progress. **Call 72 hours in advance for all inspections.**
* I have scheduled my final CO Inspection. **Call a minimum of five days in advance**.

Date:

* I have established my trash hauling service: **Bureau of Recycling & Solid Waste,** **(610) 437-8729** (circle one). CITY or OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I have obtained my business license. License #:      Issue Date:
* I have obtained my Certificate of Occupancy (and Health License if Applicable)

Permit #:       Issue Date: