

**Community and Economic Development Department**

**Service Modifications During COVID-19 Pandemic**

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**Building Standards & Safety (Building & Construction)**

\*For Rental Housing issues or Complaints, see Rental Housing.

Building Permits continue to be processed and issued. Please submit the applications with the payment by mail, and we will process, and return the permit to the applicant.

Mailing Address:

Building Department, 4<sup>th</sup> Floor  
435 Hamilton Street  
Allentown, PA 18101

Questions on Building Permit applications can be directed to 610-437-7592, ext. 2687, or [Nancy.Hicks@allentownpa.gov](mailto:Nancy.Hicks@allentownpa.gov)

Plan Reviews also continue to be processed and reviewed, please submit the plans by mail, and the applicant will be notified once all reviews are completed.

Questions on Plan Reviews or Building Inspections can be directed to 610-437-7690, ext. 2860, or [William.Harvey@allentownpa.gov](mailto:William.Harvey@allentownpa.gov)

Building Inspections can be requested by contacting the following Inspectors:

Kevin Armbruster, Building Inspector, 610-437-8747, ext. 2705, or [Kevin.Armbruster@allentownpa.gov](mailto:Kevin.Armbruster@allentownpa.gov)

Bryan Geist, Combination Inspector, 610-437-8789, ext. 2695, or [Bryan.Geist@allentownpa.gov](mailto:Bryan.Geist@allentownpa.gov)

Dave Fries, Building Inspector, 610-437-8714, ext. 2690, or [Davis.Fries@allentownpa.gov](mailto:Davis.Fries@allentownpa.gov).

**Business Expansion, Attraction and Retention**

The City of Allentown B.E.A.R Office is available to help connect businesses to resources to assist with their response to COVID-19.

Email the B.E.A.R. Office at [daniel.diaz@allentownpa.gov](mailto:daniel.diaz@allentownpa.gov) or call 610-437-7610 x2714.

Completed Mobile Food Vending applications can be found here:

<https://www.allentownpa.gov/Work/Growing-Allentown-Businesses>

Applications with required documentation can be emailed to [daniel.diaz@allentownpa.gov](mailto:daniel.diaz@allentownpa.gov) for review.

Applicants may also mail a paper copy of the completed application, required documentation, and the \$50 application fee to the following address:

Department of Community and Economic Development  
435 Hamilton Street, 3<sup>rd</sup> Floor

Allentown, PA 18101

## **Community Housing & Lead Paint Mitigation**

The Emergency Repair Program is operating only on a case-by-case basis.

Lead Hazard Rehab Program is not operating at this time.

Façade Programs are not conducting work at this time.

Questions can be directed by email to:

[Hue.Tran@allentownpa.gov](mailto:Hue.Tran@allentownpa.gov) Program Manager

[Crysti.Wilson@allentownpa.gov](mailto:Crysti.Wilson@allentownpa.gov) Financial Specialist

[Heidi.Westerman@allentownpa.gov](mailto:Heidi.Westerman@allentownpa.gov) Department Manager

You may leave a voice message at 610-439-5997 and someone will return your call in a timely manner.

## **Health Bureau**

### **Personal Health Services**

The Allentown Health Bureau at 245 N 6<sup>th</sup> Street is open to the public by appointment only at this time.

If you are experiencing any of the following issues, please call 610-437-7760 to schedule an appointment. Please leave a message if your call is answered by an automated recording.

- You have a breast problem
- You are experiencing a symptom of a Sexually Transmitted Disease
- You have been told you have Tuberculosis or have been exposed to a person who does

If you are in need of any of the following services, please check the City website at

[www.allentownpa.gov](http://www.allentownpa.gov) or the Allentown Health Bureau Facebook page to see when these services can resume.

- An immunization (vaccination, shot) for an adult or child in your family (City of Allentown residents only who are uninsured or under-insured)
- An appointment for a Safe & Healthy Homes visit (families with children and/or pregnancy}
- A car seat installation
- An appointment for support during pregnancy or for maternal/child health issues
- A routine Sexually Transmitted Disease Screening or HIV test

If you are in need of information concerning CoVid-19, please check the Centers for Disease Control website at [www.cdc.gov](http://www.cdc.gov), the PA Department of Health at [www.padoh.gov](http://www.padoh.gov) or leave a message at 610-437-7760.

### **Environmental Health**

Environmental Health Services is still accepting plan review applications and license renewals for all types of food establishments and childcare facilities by U.S. Postal Mail. Please contact the office at 610-437-7759 or email [stevie.wolst@allentownpa.gov](mailto:stevie.wolst@allentownpa.gov) with questions.

Allentown City Hall

435 Hamilton Street, 4th Floor  
Allentown, PA 18101

All Environmental Health Services staff are still available for phone and email consultation for public health related complaints. Emergency complaints received during this time will be investigated per normal operating procedures.

For questions about food facility best practices, please contact the office at 610-437-7759 or email [stevie.wolst@allentownpa.gov](mailto:stevie.wolst@allentownpa.gov).

## **Housing and Urban Development (HUD) Programs**

The HUD Grants Department is currently closed to the public. However, staff is still processing all HUD grant programs' invoices and contracts. The following staff members are available to assist you:

CDBG, HOME, ESG (Homelessness & COC), Sec3 Reporting and Section 108:

[maria.quigney@allentownpa.gov](mailto:maria.quigney@allentownpa.gov)

LEAD: [Heidi.westerman@allentownpa.gov](mailto:Heidi.westerman@allentownpa.gov)

HUD Grant Invoicing: [Clary.perlta-colon@allentownpa.gov](mailto:Clary.perlta-colon@allentownpa.gov)

Davis Bacon: [Maria.Quigney@allentownpa.gov](mailto:Maria.Quigney@allentownpa.gov)

## **Human Relations**

The Human Relations Office continues to take cases of discrimination and facilitate complaints relating to Housing, Employment and Public Accommodation. The office can be reached with questions and/or concerns by email [Tatiana.tooley@allentownpa.gov](mailto:Tatiana.tooley@allentownpa.gov) or call 610.841.3290 ext.2725. Currently, all process is via virtual communication. Please visit the Allentown Human Relations Commission webpage at:

<https://www.allentownpa.gov/Government/Authorities-Boards-Commissions/Human-Relations-Commission/Filing-a-Complaint>

## **Planning & Zoning Department**

### **Planning:**

The bureau is attempting to make as many services available while keeping the public and city staff safe from potential exposure. The Planning Commission meeting for the month of April has been cancelled.

New Subdivision and Land Development applications can be submitted by mail and will be processed accordingly. Plan reviews by city staff will continue.

Dropping off plans is not available at this time. The bureau is able to receive mail from UPS, FedEx and USPS. Any documents received by mail will be processed. Be sure to provide your phone number or email so that staff may contact you directly. We encourage customers with questions or other needs to email Irene Woodward at: [irene.woodward@allentownpa.gov](mailto:irene.woodward@allentownpa.gov) or call (610) 437-7611 ext. 2866.

Planning Department, 4<sup>th</sup> Floor

435 Hamilton Street  
Allentown, PA 18101

### **Historic Preservation:**

Applications for Certificate of Appropriateness can be emailed to [David.Kimmerly@allentownpa.gov](mailto:David.Kimmerly@allentownpa.gov) for processing.

### **Zoning:**

Zoning Permit applications may be submitted via mail or email to [Frederick.Andrayko@allentownpa.gov](mailto:Frederick.Andrayko@allentownpa.gov) and will be processed as staff resources allow. If an application is emailed, a paper copy and check will need to be mailed for processing. The Zoning Officer will email all determinations to the applicant once they are reviewed.

The Zoning Hearing Board meetings for the month of April have been cancelled.

### **Redevelopment Authority**

For Redevelopment Authority questions or concerns, please call 610-437-7733 or email [Kelly.McEllroy@allentownredevelopment.org](mailto:Kelly.McEllroy@allentownredevelopment.org). The April Board Meeting has been cancelled.

### **Rental Housing**

Currently no new rental accounts are being set up, however applications may be submitted for future processing. The application can be found on the City of Allentown website here: <https://www.allentownpa.gov/Building-Standards-Safety/Housing-Office>

All Systemic housing inspections and Pre-Sale housing inspections are currently suspended. Presales applications are currently being accepted and an inspection date will be determined at a future time. <https://www.allentownpa.gov/Building-Standards-Safety/Housing-Office>

All billing and certificates of compliance issues can be directed to:

Judy Richards, Rental Office Manager: 610-437-7694 Ext. 2691 or [judy.richards@allentownpa.gov](mailto:judy.richards@allentownpa.gov)

Rental Housing Complaints can be directed to:

Bob Sandt, Rental Housing Supervisor: 610-437-7695 Ext. 2676 or [bob.sandt@allentownpa.gov](mailto:bob.sandt@allentownpa.gov)

### Mailing Address:

Rental Housing, 3<sup>rd</sup> Floor  
435 Hamilton Street  
Allentown, PA 18101

### **Special Events**

A special event is defined as:

1. An event planned to take place on City property.
2. An event that involves blocking of public streets or sidewalks
3. An event where city services are requested; or
4. An event that is considered a mass gathering event, public or private, that involves more than 20 people in one place that under normal circumstances are not expected to remain there for more than two hours.

**Existing Permits-** Special event applications and events in the month of April and May are currently being cancelled or rescheduled. If you have applied for event to be held prior to June 1, 2020, please contact the Special Event Bureau at [Lucinda.Wright@allentownpa.gov](mailto:Lucinda.Wright@allentownpa.gov) . The Bureau will continue to monitor health recommendations and address events continually through June 1, 2020.

**Future permits-** The City of Allentown will continue to accept event applications for events. To view the City's events policy and procedures and apply for permit online please visit [www.allentownpa.gov/home/special-events](http://www.allentownpa.gov/home/special-events) . Permits will not be issued until the current declaration has been rescinded.

For additional assistance, please contact Lucinda Wright, via email [Lucinda.Wright@allentownpa.gov](mailto:Lucinda.Wright@allentownpa.gov) or by phone 610-841-3506 or 484-426-8396.