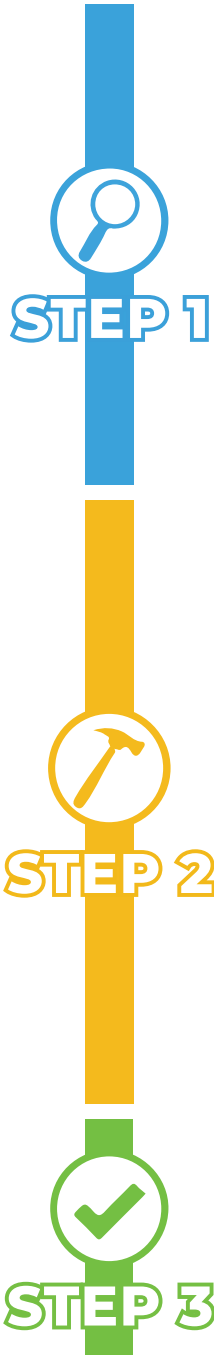


Allentown Business Roadmap



- ☐ **Obtain Location**
 - Ensure location is within City Limits (*verify location before payment*)
 - Check County Map for Potential Business Zone - Use GIS Viewer & Click on Address in County Assessment
 - Scroll to Zoning District to verify zoning
- ☐ **Consult Zoning Department**
 - Obtain all necessary requirements and limitations for location
 - Obtain Zoning Application if Necessary (*Note: Zoning is located on the Floor 4 of City Hall*)
- ☐ **Commit to Location**
- ☐ **Obtain Permits & Certificate Occupancy**
 - Consult with Building Department on the 4th Floor or at 610-437-7690 and detail any work being done in the space. (*Note: Any work being done like electrical, plumbing, or framing requires a building permit*)
 - Ensure an application for an Existing Building Certificate of Occupancy is obtained and designation has not changed
- ☐ **Apply For Business License**
 - Ensure you have LLC, INC, etc. prior to applying for Local Business License
 - This can be done on the 2nd floor or online at css.allentownpa.gov
- ☐ **Consult City Departments for Additional Licensure**
 - Consult the Health Department, Fire Department & Recycling Department for additional licensure
 - Health: 610-437-7760 | Fire: 610-437-7765 | Recycling at Bridgeworks on 10th St. (610-437-8729)
- ☐ **Congratulations, you are ready to open your business!**

(*Note: Ensure you remember to pay your annually assessed Business Privilege Tax and ensure you renew your Business License yearly*)