



# 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.

### Fee

### Schedule

- Zoning Application Fee: \$150
- Zoning Business Sign Application Fee: \$150
- Zoning Hearing Board Appeal fee (if necessary): \$350
- Zoning Hearing Board Home Occupation Fee (if necessary) \$250

*Language interpreter service available*



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

### Fee

### Schedule

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

### Schedule

- Restaurant Initial License Fee: \$300      Renewal License Fee: \$200
- Catering Initial License Fee: \$300      Renewal License Fee: \$250
- Retail Food Initial License Fee: \$100      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
- Business Privilege/Mercantile Tax
- Local Service 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/](http://www.hab-inc.com/forms/forms-for-employers/)**

**Earned Income Tax**

**(866) 701-7206**

**[www.hab-inc.com/employer-registration-form-eit/](http://www.hab-inc.com/employer-registration-form-eit/)**

**Business Privilege/Mercantile Tax**

**(610) 599-3140**

**[www.hab-inc.com/employer-registration-business-privilege-mercantile/](http://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](http://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](http://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](http://www.sba.gov)

## **Greater Wilkes-Barre Chamber of Commerce**

2 Public Square, Wilkes-Barre, PA 18701

570.823.2101 [www.wilkes-barre.org](http://www.wilkes-barre.org)

## **Wilkes-Barre Connect**

Public Square, Wilkes-Barre, PA 18701

570.823.2101 [www.wilkesbarreconnect.org](http://www.wilkesbarreconnect.org)

## **Diamond City Partnership**

4 Public Square, Wilkes-Barre, PA 18701

570.208.9737 [www.downtownwilkes-barre.org](http://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](http://www.wilkes.edu/sbdc)

## **Score**

7 Wilkes-Barre Blvd., Wilkes-Barre, PA 18702

570.826.6502 [www.score.org](http://www.score.org)

## **NEPA Alliance**

115 Oak Street, Pittston, PA 18640

570.655-3634 [www.nepabfc.org](http://www.nepabfc.org)

## **Pennsylvania Community Development & Finance Corporation**

2561 Bernville Road, Reading, PA 19605

610.898.6045 [www.pcdfc.com](http://www.pcdfc.com)

## **Women's Business Development Center**

1315 Walnut Street, Philadelphia, PA 19107

215.790.9232 [www.womensbdc.org](http://www.womensbdc.org)



# City of Wilkes-Barre Contact Information



## Website

**[www.wilkes-barre.city](http://www.wilkes-barre.city)**



## Facebook

**[www.facebook.com/wbcity](http://www.facebook.com/wbcity)**



## Mayor's Office

**570.208.4158**

## Administration

**570.208.4157**