

## Permits & Licenses

Business Guide to City Regulations  
(50 Kb PDF brochure)

### Steps to Starting New Business

- File for Zoning at the Zoning Office on the 3rd Floor of City Hall.
- Once Zoning is approved, an Occupancy Inspection needs to be performed.
- After the Occupancy Inspection is performed and has passed, the applicant can then fill out the paperwork for a Business License which is renewed each year.
- If Zoning is denied, the applicant can file for a Zoning Appeal which will be held in front of the Zoning Hearing Board at a date to be determined.
- ALL home occupations are denied and the applicant will then need to file for a Zoning Appeal to be held in front of the Zoning Hearing Board where it will then be decided on whether the home occupation will have final approval or be permanently denied.

### Building Permits

When do I need to obtain a building permit?

Building permits are required for any interior renovations to your property including plumbing, electrical and general repair. Building permits are also required for exterior renovations including new siding, roof or sidewalk, the addition of sheds and fences and paving, blacktop and concrete work. Some of these projects may require you obtain a zoning permit as well.

What are the fees for building permits?

Fees are based on the estimated cost of the job.

| Project Cost                | Permit Fee                              |
|-----------------------------|---|
| \$0 - \$249                 | \$0                                     |
| \$250 - \$499               | \$1.00 + \$4.00 UCC                     |
| \$500 - \$999               | \$25.00 + \$4.00 UCC = \$29.00          |
| \$1,000 - \$1,999           | \$35.00 + \$4.00 UCC = \$39.00          |
| Projects of \$2,000 or more | Add \$12.00 + \$4.00 UCC per \$1,000.00 |

Projects requiring 3rd party inspections vary and you should contact the permitting office for requirements and rates. If you are unsure please contact our office at 570-459-4925.

### Zoning Permits

When do I need to obtain a zoning application?

Residential zoning permits are required for such things as additions to your home, the installation of fences, swimming pools, decks, sheds, garages and other buildings, and the construction of a driveway or other off-street parking lot.

What is the fee for a residential zoning application?

The fee for a residential zoning permit is \$55.00.

When do I need to obtain a commercial zoning permit?

Commercial zoning permits are required for all new businesses, whether new construction or those that move into existing buildings. Applicants must first file a zoning application. An occupancy inspection is also required.

What is the fee for a commercial zoning application?

The fee for a commercial zoning permit is \$125.00.

### Occupancy Inspection

What is an occupancy inspection?

A code enforcement and zoning officer and the fire chief inspect proposed business locations to assure there are no code violations. They check for adequate fire extinguishers, proper exit signs and any defects that may need to be fixed before occupancy is approved.

What is the fee for an occupancy inspection?

There is a \$100.00 fee for new business occupancy inspections. If there is a change of use or change in occupancy group the fee is \$140.00.

## Demolition

What are the fees for demolitions?

The permit fees for demolitions are as follows:

Storage sheds - \$25

Residential garages - \$50

Single home - \$200

Double dwelling home - \$300

Commercial buildings - \$500 flat fee up to 10,000 square feet.  
add .25 per square foot.

Buildings over 10,000 square feet

## Contractors

Home improvement contractors need to be registered with the attorney generals office in Harrisburg. Industrial contractors will need to apply for a contractors license

In order to be licensed, contractors must present a copy of their insurance policy, including at least \$500,000 in liability insurance, and proof of workman's compensation insurance, if other employees work for the contractor.

All contractors applying for permits must present an estimate, written to the client, and description of the job they are doing.

Do I need a permit to conduct business in Hazleton?

Anyone conducting business within the Hazleton city limits must pay a license fee. Licenses are issued on an annual basis. For a list of all types of businesses requiring licensure, contact the Code Enforcement and Zoning Office.

## Door to Door

Door-to-door solicitors must also be licensed and are subject to a background check by city police.

## Transient Businesses

Transient retail business such as fireworks sales, flower sales, and tent sales must pay a licensure fee of \$150 per week or \$300 per month.

## Contact Us

Diane Panzarella, License and Permit Office Clerk  
570-459-4925  
Fax: 570-459-2641

Office hours

8:30 a.m. to 4 p.m. Monday - Friday

Closed all Federal Holidays