



City of Bethlehem Business Checklist



www.startherebethlehem.com

We're glad that you are interested in locating or expanding your business in Bethlehem. This checklist will help make this process as simple as possible so you can get to the business of running your business!

Getting Started

The following items serve as the foundation for any business looking to operate within the City.

- ❖ I have outlined my business operations in a business plan or similar document. Yes Partly No
 - ❖ My business is legally formed and authorized to conduct business in Pennsylvania. Yes Partly No
 - ❖ I have identified potential locations in Bethlehem for my business. [Need help?](#) Yes Partly No
- Address #1:
- Address #2:
- Address #3:
- ❖ I have the financing in place necessary to facilitate this project. Yes Partly No

Share The Details

With the groundwork of your business complete, it's time to set up a meeting with the Department of Community & Economic Development (DCED). DCED encompasses site selection, planning and zoning, code enforcement, permitting, economic development, and health. This arrangement is essential to providing a streamlined experience for you and your business.

- ❖ Email starthere@bethlehem-pa.gov or call (610) 865-7085 to set up a meeting today.

Incentives

The City and community partners are committed to supporting small business & entrepreneurship. Please email starthere@bethlehem-pa.gov or call (610) 865-7085 to find out if you are eligible for any of the following programs:

- ❖ [Bethlehem Small Business Loan Fund](#)
- ❖ [Lehigh and Northampton Counties Revolving Loan Fund](#)
- ❖ [Bethlehem Enterprise Zone](#)
- ❖ [Southside Bethlehem Keystone Innovation Zone](#)
- ❖ [Local Economic Revitalization Tax Assistance](#)

Location Viability

When settling on a location for your business, it helps to locate in an area where it's permitted! **If permits and/or approvals are pending, you may want to condition any sale or lease upon their receipt.**

❖ Email starthere@bethlehem-pa.gov or call (610) 865-7085 to discuss zoning with our Zoning Officer.

Permitting/Approvals

Now...it's time for the homestretch! You are now at the point where it will become necessary to acquire the necessary permits for your business. The City has recently streamlined this process for your convenience and we'll be happy to help you through this process. All permits and approvals will be managed by our Permit Coordinator. You can contact this person at any time through email starthere@bethlehem-pa.gov or calling (610) 865-7085.

❖ The first submission is the Commercial Certificate of Occupancy and supplemental documents listed below:

Commercial Certificate of Occupancy	<input type="checkbox"/> Submitted	
Building Permit	<input type="checkbox"/> Submitted	
Business Privilege License	<input type="checkbox"/> Submitted	
Health License (if applicable)	<input type="checkbox"/> Submitted	<input type="checkbox"/> N/A

❖ Your submission above will trigger additional permits as needed below and the corresponding departments will be notified that your permit will need to be reviewed:

Electrical	<input type="checkbox"/> Submitted	<input type="checkbox"/> Approved	<input type="checkbox"/> N/A
Plumbing	<input type="checkbox"/> Submitted	<input type="checkbox"/> Approved	<input type="checkbox"/> N/A
Mechanical	<input type="checkbox"/> Submitted	<input type="checkbox"/> Approved	<input type="checkbox"/> N/A
Engineering	<input type="checkbox"/> Submitted	<input type="checkbox"/> Approved	<input type="checkbox"/> N/A
Fire	<input type="checkbox"/> Submitted	<input type="checkbox"/> Approved	<input type="checkbox"/> N/A
Traffic	<input type="checkbox"/> Submitted	<input type="checkbox"/> Approved	<input type="checkbox"/> N/A
<input type="checkbox"/>	<input type="checkbox"/> Submitted	<input type="checkbox"/> Approved	<input type="checkbox"/> N/A
<input type="checkbox"/>	<input type="checkbox"/> Submitted	<input type="checkbox"/> Approved	<input type="checkbox"/> N/A
<input type="checkbox"/>	<input type="checkbox"/> Submitted	<input type="checkbox"/> Approved	<input type="checkbox"/> N/A

❖ If you are planning on altering façade for your business or installing signs within one of the City's [Historic Districts](#), you will need to seek a Certificate of Appropriateness from the Historic District Commission.

Certificate of Appropriateness	<input type="checkbox"/> Submitted	<input type="checkbox"/> N/A
North Side Design Guidelines & Map		
Southside Design Guidelines, Signage Guidelines & Map		

Final Steps

You're almost across the finish line. Once you secure the items below, the City considers you officially open for business!

❖ Approved Commercial Certificate of Occupancy	<input type="checkbox"/> Secured	Permit #:	<input type="text"/>	Issue Date:	<input type="text"/>
❖ Approved Business Privilege License	<input type="checkbox"/> Secured	License #:	<input type="text"/>	Issue Date:	<input type="text"/>
❖ Certified Waste Hauler	<input type="checkbox"/> Secured	Hauler:	<input type="text"/>	Issue Date:	<input type="text"/>

Congratulations on successfully opening your business! Email starthere@bethlehem-pa.gov or call (610) 865-7085 to set up a time for a ribbon cutting.

This business checklist is intended to serve as a guide for individuals interested in opening a business in the City of Bethlehem.