



# City of Easton

## Business Pre-Opening / Expansion Checklist

Interested in opening a business, or expanding an existing one, in Easton? Fantastic! This guide will help to walk you through the procedures (*including zoning, licensing, inspections, etc.*) required by the City at each step of the process. As you go through each of these stages, you'll have a clearer indication of your progress as well as what remaining actions you'll need to take to transform your Easton business **from a dream into a reality**. Let's get started!

### GETTING STARTED!

These first few steps lay some of the groundwork for **starting** a new business in Easton. If your business already exists, and you're looking to relocate, expand a physical location, or open a branch in the City, you've likely completed many of these items already.

1. I have defined my business in a business plan or other formal document.  Yes  Partially \_\_\_\_\_ Date Last Updated
2. I have determined and established my business's legal entity. (e.g. corporation, partnership, sole proprietor, tax identification, etc.)  Yes  Partially  N/A
3. I have investigated sites in Easton to locate my business.  Yes  Partially  N/A

Business Address(es)

I utilized the ZoomProspector tool, available on the City's website, to aid in locating my business.  
 Yes  Partially  Wasn't Aware of Tool

### CHARTING THE PATH FORWARD...

4. Now that you've established a strategy for your business, it's time to discuss your plans with the City.

A Technical Review meeting is the best way to meet with City staff and get a better sense of the costs, requirements, and a rough timeline through the approval process. To schedule a Technical Review, call the Department of Planning and Codes at 610-250-6724, or email the Planning Administrator at [planning@easton-pa.gov](mailto:planning@easton-pa.gov).

#### Scheduled Technical Review(s)

\_\_\_\_\_ Date \_\_\_\_\_ Time

\_\_\_\_\_ Date \_\_\_\_\_ Time

### HOW WILL ZONING AFFECT ME?

5. Regardless of the nature of your proposal, particularly for new businesses, you'll need to confirm requirements and file for zoning. This process varies depending upon the proposal and where you'd like to locate or how you'll be expanding your business. At the Technical Review, you'll want to find out in which zoning district your proposed use is located (an interactive zoning map can be found at the following link: <https://easton-pa.zoninghub.com/zoningmap.aspx>).

Base District:	Overlay District(s):		
<input type="checkbox"/> College Hill	<input type="checkbox"/> Business & Entertainment	<input type="checkbox"/> Expressway Transitional	<input type="checkbox"/> Street Corridor
<input type="checkbox"/> Downtown	<input type="checkbox"/> River Corridor	<input type="checkbox"/> College Hill Institutional Transitional	<input type="checkbox"/> Innovation
<input type="checkbox"/> South Side	<input type="checkbox"/> Adaptive Reuse	<input type="checkbox"/> West Ward Institutional Transitional	<input type="checkbox"/> Flood Hazard
<input type="checkbox"/> West Ward	<input type="checkbox"/> Institutional 1		
	<input type="checkbox"/> Institutional 2		

6. As discussed in the Technical Review meeting, my proposal involves the following uses:

Use Code	Use Name	<input type="checkbox"/> Permitted <input type="checkbox"/> Special Exception <input type="checkbox"/> Not Permitted
Use Code	Use Name	<input type="checkbox"/> Permitted <input type="checkbox"/> Special Exception <input type="checkbox"/> Not Permitted

**Note:** This form is neither a legal zoning determination nor a zoning approval. This is a guide to help you track your progress. Additional zoning requirements (parking, signs, etc.) not included here may also apply. These will be determined when your plan is past the conceptual stage. Actual legal determinations can only be made by the Zoning Administrator and/or Zoning Hearing Board upon review of a formal zoning submission with fee payment. Of course, as your plans develop, staff will be happy to answer any questions you may have.

**This worksheet is only to serve as a guide. It is not an official document in determining approval status.**

## PURCHASING / LEASING YOUR BUSINESS LOCATION...

If you haven't already, you'll need to purchase or lease your business location. If permits and/or approvals are pending, you may want to condition any sale or lease upon their receipt. Having the following information handy will help:

7. Have you purchased or leased the business location?  Purchased  Leased

Date

Real Estate Agent / Landlord	Telephone	<input type="checkbox"/> Met <input type="checkbox"/> N/A Sale / Lease Conditions	
Mortgage/Rental Payment Address	Monthly Amount	Payment Day	Move-In Date
Lender	Telephone	Contact Name	

\$

Monthly Amount

Payment Day

Move-In Date

( ) -

Telephone

Contact Name

## DESIGNING YOUR BUSINESS...

If you're making alterations to building or property for your business, you may be required to hire a design professional.

8.

Design Consultant	Company	Address	( ) -	Telephone
Contractor	Company	Address	( ) -	Telephone

## GETTING YOUR PLACE READY FOR BUSINESS...

You've gotten your plans together, and you're ready to begin the process of permitting and review! This will help you track your submissions and approvals. Your project may not require each item listed, and/or may require additional items not on this form. If you have any questions, call the Department of Planning & Codes at **(610) 250-6724**. For questions pertaining to businesses incorporating food (ex. restaurants), contact Health Administrator, Joe Gill, at [jgill@easton-pa.gov](mailto:jgill@easton-pa.gov).

9. Zoning  Submitted  Fees Paid  Approved  N/A

Planning  Submitted  Fees Paid  Approved  N/A

Historic District Commission  Submitted  Fees Paid  Approved  N/A

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

## THE FINAL STEPS BEFORE OPENING...

10. You're almost there! These final steps are all that stands between you and opening. Prior to opening, you'll need:

**A certified waste hauler** Hauler Name: \_\_\_\_\_ Trash Removal Day(s): \_\_\_\_\_

**A valid Certificate of Occupancy** Permit Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_

**A valid City business license** License Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_

*An application for a City of Easton business license can be found and submitted at the following link:  
<https://www.easton-pa.com/business>*

*The Easton Business Guide, as well as other business resources and support, is available via the City's Department of Community & Economic Development (DCED), with information located at the following link:  
<https://www.easton-pa.com/community-economic-development/pages/your-business-easton>*

## TIME TO OPEN!

**Congratulations!** Your business is ready to open! We officially welcome you to the dynamic business community that is Easton and wish you every success in your endeavor. We can't wait for you to add to the rich commerce of our City!

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