



CITY OF SHARON

COMMERCIAL BUSINESS CHECK LIST

*For projects that do **not** involve alterations to the site or building*

Dear Prospective Business Owner,

Thank you for your interest in opening a commercial business in Sharon, Pennsylvania. We are thrilled you have chosen our beautiful city as the home for your business, and we want to support you in every way we can. Prior to commencing operations of your business, you will need to complete the following steps. If you have any questions or concerns at any point of the process, please do not hesitate to reach out.

- Submit a *Zoning Permit Application* and, if applicable, a *Sign Permit Application* to John Lenkey, City Code/Zoning Director, for review.**

Zoning Permit Applications and *Sign Permit Applications* can be found online at:
<https://www.cityofsharon.net/departments/CodeEnforcement/ZoningBuildingPermitApplication>. Applications may be submitted via email (jlenkey@cityofsharon.net), hand delivery, or mail. If your project involves a *change of use, new construction, or enlargement of restroom and/or kitchen facilities*, the City Code/Zoning Officer will forward the information pertaining to your project to the Sharon Sanitary Authority for review. Proceed to the next step only after your *Zoning Permit Application* and, if applicable, your *Sign Permit Application* have been approved by the City Code/Zoning Director.
- Submit a *Commercial Change of Occupant Registration* to Nicholas Samson, Deputy Fire Chief.**

Commercial Change of Occupant Registration forms can be found online at:
<https://www.cityofsharon.net/departments/FireDepartment/Commercialchangeofoccupantregistration>. Registration forms may be submitted via email (nsamson@cityofsharon.net), hand delivery, or mail. Following the submission of this form, a representative from the City will contact you to schedule a Fire Inspection of the property.
- Pass a *Fire Inspection* conducted by Steve Thompson, City Fire Inspector.**

Steve Thompson, City Fire Inspector, will conduct a Fire Inspection of the property. Following the inspection, a report will be sent to you indicating whether the property passed or failed the inspection. If the property fails the inspection, a reinspection will be scheduled.
- Submit a *Certificate of Occupancy Application* to Richardson Inspection Services, LLC.**

Certificate of Occupancy Applications can be found online at:
<https://richardsoninspectionservices.com/applications%2Fprocedures>. Applications should be submitted via email to risbuildingpermits@gmail.com. Upon receipt of the application, you will be contacted to remit payment and schedule a UCC inspection of the property.
- Pass a *Uniform Construction Code (UCC) Inspection* by Jeff Richardson, State UCC Inspector.**

Jeff Richardson, State UCC Inspector, will conduct a UCC inspection of the property. If the property passes the UCC inspection, a Certificate of Occupancy for the property will be issued and held by the City. Upon confirmation that each of the above steps has been completed, the Certificate of Occupancy will be released to you.
- Pass a *Health Inspection* by June Gulla, City Health Officer (if applicable to your project).**

June Gulla, City Health Officer, will conduct a Health Inspection of the property. This inspection is only necessary if your business will be preparing food (i.e., a restaurant) or selling food (i.e., a retail store selling milk and eggs, etc.). The City Health Officer can be reached at (724) 813-3852 or jegulla@yahoo.com. Once contact is made, she will provide you with an application form that will need completed and submitted. Upon receipt of this application form, an inspection will be scheduled. If the property passes the Health Inspection, a Health License and/or Retail Sales License will be issued to you.

Upon successful completion of each of the above steps, you may commence operations of your business. Thank you for choosing the City of Sharon. We look forward to seeing your new business thrive. Congratulations and good luck!