



# NEW BUSINESS PROCEDURE

## STEP 1: INITIAL CONTACT

Do you have a location selected for your new business?

**NO**

**CONTACT DIRECTOR OF ECONOMIC DEVELOPMENT**

**Lisa Scarmazzi / 724-255-4405**

\*Discuss available properties within The Borough

**YES**

**CONTACT ZONING OFFICER**

**Melissa Graff / 724-745-1800 x2**

\*Confirm business is permitted in proposed location/area

## STEP 2: INFORMATION GATHERING

To ensure that you are supplied with all of the necessary information to aid in your decision, please complete the following :

### TEAM MEETING

Meet with Zoning, Code and Economic Development

\*Review procedure, compliance to zoning requirements, required permits if necessary and new business incentives

Contact Lisa Scarmazzi to arrange / 724-255-4405

### CONTACT TAX COLLECTOR

**Robert Maceiko / 724-745-5310**

\*Obtain tax information regarding doing business within The Borough of Canonsburg

## STEP 3: MOVING FORWARD?

**YES**

### OBTAIN NECESSARY PERMITS

Contact Zoning Officer

**Melissa Graff / 724-745-1800 x2**

\*All permits must be displayed in building window throughout construction

**NO**

### PROVIDE US WITH YOUR FEEDBACK

\*Please provide us with your comments and/or concerns so that we may further assist you in finding the perfect location for your new business.

**Lisa Scarmazzi / 724-255-4405**

## STEP 4: PRE-OPENING

### SCHEDULE OCCUPANCY INSPECTION

\*If construction/renovation has been performed, inspection is provided through Code Enforcement:

**Harold Ivery / 724-263-0377**

\*If no construction/renovation has been performed, inspection is provided through Fire Inspector:

**Clifford Jones / 724-745-1800 x1**

### CONTACT TAX COLLECTOR

**Robert Maceiko / 724-745-5310**

\*Provide new business information

### CONTACT FIRE INSPECTOR

**Clifford Jones / 724-745-1800 x1**

\*If occupancy inspection is not performed by Fire Inspector, provide business information and schedule annual fire inspection

## STEP 5: OPEN FOR BUSINESS

**CONGRATULATIONS AND GOOD LUCK!**

Our Borough team is here for any help you may need. Please feel free to contact us at any time!