**City of Pottsville**

**COMMERCIAL BUILDING CHECKLIST**

**City of Pottsville**

**401 N. Centre Street**

**Pottsville, Pa 17901**

**(570)-622-1234**

**This checklist is only a guideline for projects within the City of Pottsville and Additional Information may be needed or Additional Requirements may need to be met.**

**This is only a guideline**

* **Does the project need approval from a Third Party Agency first (such as DEP or Utility Companies)?**
* **Does the project need to go before the Planning Commission?**
* **What is the Zoning District that your building is located in?**
* **What type of Business are you looking to put in?**
* **Is the proposed store, office, medical building, restaurant, etc. allowed in its current Zoning District?**
  + **If it is not allowed is a Zoning Variance required in order to put the business in?**
  + **If you need a Zoning Variance did you get all the proper paperwork and fill it out, turn it in, and pay for a Zoning Hearing?**
  + **If a Zoning Hearing was held for your project was the Variance granted?**
  + **If not what additional information would be needed in order for a Variance to be granted?**
  + **Do you have adequate parking or is additional parking required?**
  + **Do you plan on having Rental Units on the upper floors?**
  + **Was a Rental inspection done on the units?**
  + **Was a Certificate of Compliance issued for the Rental Units?**
* **Stamped Architectural or Engineered drawings are required for all commercial building projects. Three (3) sets of drawings are required to be submitted to this office for review. One (1) set stays in the Code Enforcement Office, One (1) is to be kept on site at all times, and One (1) is for your records.**
* **If you are doing work to an Existing Building is a new Certificate of Occupancy required for a Change of Use?**
* **What changes have to be made to the building to meet the Building Code requirements?**
* **Is the building Handicap Accessible?**
* **Does it need to be Handicap Accessible?**
* **Did you get a Building Permit for the work that needs to be done to the building?**
* **If permits are required did you call for the proper inspections for the work that was completed?**
* **Do you have a current Business License with the City of Pottsville?**
* **Does your contractor and/or contractors have a current Business License with the City of Pottsville?**
* **Did your contractor and/or contractors provide proof of insurance to the City of Pottsville?**
* **Are inspections required by the City of Pottsville’s Health Officer?**
  + **If so did you contact the Health Officer and see what information is needed by him?**
  + **Did you get a Food and Beverage License from the Health Officer?**
* **Are inspections required by the City of Pottsville’s Fire Chief?**
  + **If so did you contact the Fire Chief and see what information is needed by him?**
* **Did you receive your Certificate of Occupancy for the building?**

**For Additional Information please contact the Code Enforcement Office**

**(570)-622-1234**

**Building and Rental Inspection**

**Justin Trefsger Ext. 374**

**Zoning**

**Dave Petravich Ext. 325**

**Health Officer**

**Frank Spleen Ext. 324**

**Fire Chief**

**Todd March Ext. 335**

**Business License**

**Nora Chiplona Ext. 312**

**Tax Office**

**Ellen Micka Ext. 319**

**All forms and additional information can be found at** [**www.city.pottsville.pa.us**](http://www.city.pottsville.pa.us/) **City of Pottsville Ordinances** [**http://ecode360.com/PO1395**](http://ecode360.com/PO1395)

**\*\*\*This is not a complete Checklist please read The City of Pottsville Renal Ordinance Chapter 176 for more information or contact the Code Enforcement Office for more information.\*\*\***

401 NORTH CENTRE STREET

POTTSVILLE, PA 17901

Office hours: 8:00 AM—4:00 PM Monday –Friday

Phone: 570.622.1234

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[www.city.pottsville.pa.us](http://www.city.pottsville.pa.us/)