

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

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

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. This list is generalized: 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**.

9. Zoning Submitted Fees Paid Approved N/A

	Meeting Date	Meeting Time	
Planning <input type="checkbox"/> Submitted <input type="checkbox"/> Fees Paid			<input type="checkbox"/> Approved <input type="checkbox"/> N/A
	Meeting Date	Meeting Time	
Historic District Commission <input type="checkbox"/> Submitted <input type="checkbox"/> Fees Paid			<input type="checkbox"/> Approved <input type="checkbox"/> N/A
	Meeting Date	Meeting Time	

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

THE FINAL STEPS BEFORE OPENING...

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

10. A certified waste hauler Acquired

	Hauler Name	Trash Removal Day(s)
A valid Certificate of Occupancy <input type="checkbox"/> Acquired		
	Permit Number	Issue Date
A valid City business license <input type="checkbox"/> Acquired		
	License Number	Issue Date

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!

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