

**CITY OF EASTON  
2018 APPLICATION FOR BUSINESS LICENSE**

**Business #** \_\_\_\_\_ (leave blank)

**Mail and Pay To: City of Easton**  
Finance Department  
123 S. Third St.  
Easton, PA 18042

**Questions**  
610 250-6755  
mjoseph@easton-pa.gov

Date of Application \_\_\_\_\_

Application is hereby made for a Business License for the year 2018 as required by the Codified Ordinances for the City of Easton as amended by City Council.

**Date Business or Business Activity started (within the City Limits of Easton)** \_\_\_\_\_

Business Name \_\_\_\_\_ Federal EIN No. \_\_\_\_\_

Business Location Address (Do not use PO Box) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Legal Name (if different from Business Name) \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address for Tax Forms	Contact Person _____	Email Address _____
	Street or PO Box _____	City _____ State _____ Zip _____

Type of Entity:  Sole Proprietor  Partnership  Corporation  S-Corporation

Business Classification:  Wholesale  Retail  Service  Rental  Manufacturing

Nature of Business (brief detailed description) \_\_\_\_\_ Fax \_\_\_\_\_

List Principal Owners, Partners or Officers (Attach additional sheet if needed)

Name & Title	Home Address (No PO Box)	Social Security No.	Home Phone #
_____	_____	_____	_____
_____	_____	_____	_____

No. of Employees (include self) \_\_\_\_\_

Have you ever been issued a Business License by the City of Easton before?  Yes  No

If yes, give the name the license was issued under: \_\_\_\_\_

If you do not own your business location (in City only), list landlord \_\_\_\_\_

Give name, address (excluding PO Boxes) of other places of Business, Parent Companies (if subsidiary) within or outside of the City of Easton.

**Note: Any applicant wishing to establish/operate a business within the City of Easton must first obtain a zoning permit from the CODES/ZONING OFFICE, Second Floor – 610-250-6724.**

**Note: Attention to all rental property owners: Be sure to register ALL of your residential rental units EVERY YEAR with the Residential Rental Properties Licensing and Inspection Office, Third Floor – 610-250-6725**

**Business License Fees**

<b>Rental, Retail, Wholesale, Service, Contractor or any business not listed below</b>	\$25 _____
Non-profit	\$25 _____
Parking Lot Operators, per location (attach list) # _____ sf. 1-12,000 sf \$25; 12,001-18,000 sf \$50; 18,000+ sf \$100	_____
Hotel/Motel/B&B/Rooming House # of _____ rooms, 1-9 rooms \$25; 10-24 rooms \$50; 25 or more rooms \$100	_____
Warehouse or storage	\$50 _____
Pawnbroker	\$50 _____
Fuel Sales (liquid or solid) License \$100 (includes 1 truck) + \$5 for each additional truck	_____
Transportation Company (Buses, Taxis, Limos within City) \$10.00 each vehicle, maximum \$100	_____
Bus Terminal	\$100 _____
Auction Company License \$100 plus \$10 for each auction	_____
Public exhibitions, shows & recitals (religious, educational & charitable exempt) \$10 each, maximum \$100	_____
Selling of flowers, plants, Christmas trees prior to holidays \$20 for each holiday season	_____

**Penalty of 20% for returns filed late plus 1% per month or partial month for each month after due date.** \_\_\_\_\_

**Total Remitted with Application** \$ \_\_\_\_\_

**I verify that the statements made herein are true and correct. I understand that false statements made herein are subject to the penalties of 18 PA. C.S. 4904 relating to unsworn falsification to authorities.**

\_\_\_\_\_  
Authorized Signature

Revised 02/03/2018

\_\_\_\_\_  
Date

**See reverse for instructions**

**CITY OF EASTON  
EXPLANATION OF THE  
BUSINESS PRIVILEGE TAX AND BUSINESS LICENSE**

Attached is an application for a Business License. The fee for this license is per the license fee schedule for each calendar year. The fee is not reduced pro rata by the portion of the license year elapsed in the year first procured. At the proper time, an annual tax return form will be mailed to you.

The Tax Ordinance was enacted under the authority of the Local Tax Enabling Act (Act 511 of 1965), 53 P.S. 6901 et seq., and appears in the Codified Ordinances of the City of Easton at Article 321.05, 1112.14, 1197.05, 301.09, 311.02, 339 and 109.01. The City of Easton Codified Ordinances provides for and regulates the "assessment, levy and collection for general revenue purposes of an annual Business Privilege tax upon persons, firms, companies, and corporations engaging in business, described therein, within the City of Easton. The Ordinance contains pertinent information relative to the definitions and rates; a copy can be requested either through the City Clerk's Office or the Business License Office.

**Business Licenses may not be assigned or transferred. New owners must apply for a new Business License.** Taxpayer's change of address must be reported in writing to this office within ten (10) days after such change becomes effective.

This license may be suspended or revoked at any time by the Mayor or his designee, if it is determined that the holder of the permit or license secured the same by misrepresentation; failed to maintain qualifications required by federal, state or local laws; engaged in fraudulent behavior or misleading advertising; consented to or allowed any behavior which would constitute a crime under federal, state or local laws, including but not limited to drug trafficking or drug possession; committed an act of gross negligence, or allowed any manner or form of public nuisance.

**BUSINESS** . This is defined as carrying on, or exercising of any trade, profession, or vocation, or commercial activity or making sales within the City of Easton. **The following are brief descriptions of each category to determine which one accurately describes the nature of your business.**

**WHOLESALE DEALER** . Sales made by persons engaged, as owner or agent, in the business of selling to, or exchanging with another person, goods for cash or barter or any consideration, for the purpose of resale by the person acquiring the goods sold or exchanged.

**RETAIL** . Sales made by persons engaged, as owner or agent, in the business of selling or exchanging merchandise for cash or barter or any consideration on the assumption that the purchaser of such goods has acquired the same for ultimate consumption or use and not for resale.

**SERVICE/RENTALS** . Any profession, vocation or commercial activity, **including but not limited to**, lawyer, doctor, accountant, broker, contractor, consultant, maintenance/repairs, engineering, planning design, installation, training, the lease or use of real or personal property, commission sales, etc., for which a fee is collected for services rendered.

**MANUFACTURING** . A business that engages in the production of goods from raw materials or components for the wholesale or retail trade.

**INSTRUCTIONS** Please choose the proper business category on the front side of this sheet, complete the requested information and remit with a check the address on the top of the form. If you own more than four rentals, please attach an additional sheet listing all rental properties and information as on the front of this form for rentals.

If you own or operate more than one business other than rentals, please duplicate this form and return a separate form for each business.

If you have questions, please contact the Finance Department at 610 250-6755 or visit City Hall, 123 S. Third St.

Revised 01/03/18

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## Business Licensing Processing Form

### ***City of Easton Use Only***

Business Account No. \_\_\_\_\_

Land Parcel \_\_\_\_\_

Zoning Approval Date \_\_\_\_\_

Refer EIT [  ] Yes [  ] No;

Refer EMS [  ] Yes [  ] No

Business License [  ] Yes [  ] No;

Business Privilege Tax [  ] Yes [  ] No

Health License Required [  ] Yes [  ] No;

Taxes Current [  ] Yes [  ] No

Utilities Current [  ] Yes [  ] No