



437 Butler Street
Etna, PA 15223
P: 412-781-0569
F: 412-782-5302

www.etnaborough.org

Application for Commercial Registration and Zoning Compliance

PURPOSE

A Business Registration is required by the Borough of Etna to ensure businesses are located in the proper zoning district, have a certificate of occupancy, and are registered with the Borough of Etna.

APPLICATION CHECKLIST

- Fully completed and signed application.
- Copy of Occupancy Permit issued by the building inspector - CODE SYS
- Completed Business Emergency Contact Information for Etna Police Department
- Any additional information deemed necessary by Borough of Etna officials.

Approved applications will be submitted to Keystone Collections, who will issue a business license and register the business to collect mercantile tax.

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Incomplete Applications Will Not Be Reviewed

DATE:

PROPERTY INFORMATION

ADDRESS:	LOT/BLOCK#:
ZONING DISTRICT:	R-1 R-2 C-1 C-2 INDUSTRIAL RIVERFRONT OVERLAY

OWNER OF RECORD

PROPERTY OWNER NAME:	EMAIL:
ADDRESS:	PHONE:
SIGNATURE OF PROPERTY OWNER:	

TENANT & BUSINESS INFORMATION

APPLICANT NAME:	EMAIL:	
BUSINESS NAME:	PHONE:	
ADDRESS:	STATE:	ZIP:
TAX EIN:		
DESCRIBE IN DETAIL THE TYPE OF BUSINESS:		

BUILDING USE INFORMATION

CURRENT USE				
Residential	Mercantile	Business	Factory or Industrial	Storage
Institutional	Educational	Assembly	Utility and Misc.	High Hazard
PROPOSED USE				
Residential	Mercantile	Business	Factory or Industrial	Storage
Institutional	Educational	Assembly	Utility and Misc.	High Hazard

** A guide to Use and Occupancy Classifications from the IBC can be viewed at bit.ly/etnaibcch3*

BOROUGH USE ONLY

RECEIVED:	FEES	Registration Fee	\$30
		Cash Check #	
	STATUS	APPROVED	DENIED
	ISSUED BY:	DATE:	
APPROVAL CONDITIONS:	DENIAL REASONS:		

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EMERGENCY CONTACT INFORMATION

BUSINESS NAME:

BUSINESS ADDRESS:

MAILING ADDRESS (if different):

MAIN PHONE NUMBER:	ALTERNATE NUMBER:
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EMAIL ADDRESS:

EMERGENCY CONTACT #1:	PHONE NUMBER:
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EMERGENCY CONTACT #2:	PHONE NUMBER:
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EMERGENCY CONTACT #3:	PHONE NUMBER:
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EMERGENCY CONTACT #4:	PHONE NUMBER:
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PROPERTY OWNER NAME:	PHONE NUMBER:
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ALARM COMPANY:	PHONE NUMBER:
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ALARM TYPE:	ALARM CODE:
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SPECIAL INSTRUCTIONS / HAZARD MATERIALS CONCERNS:
