



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

[www.etnaborough.org](http://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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# Application for Commercial Registration and Zoning Compliance

*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](http://bit.ly/etnaibcch3)*

## BOROUGH USE ONLY

RECEIVED:

**FEES**

Registration Fee

\$30

Cash      Check #

**STATUS**

APPROVED

DENIED

ISSUED BY:

DATE:

APPROVAL CONDITIONS:

DENIAL REASONS:

# Application for Commercial Registration and Zoning Compliance

DATE:
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EMERGENCY CONTACT INFORMATION
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BUSINESS NAME:
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BUSINESS ADDRESS:
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MAILING ADDRESS (if different):
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MAIN PHONE NUMBER:	ALTERNATE NUMBER:
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EMAIL ADDRESS:
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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:
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