

Memo

To: Prospective business owner
From: City Health Officers
CC: N/A
Date: 2014
Re: General Information

Our city Health Division tries to provide all new restaurants, and stores/food establishments with information that will help you proceed in getting your business off the ground successfully.

With that in mind, we suggest the following steps as you move forward:

1. Please contact the Zoning Officer, Walt Siderio at 717-291-4736 to make sure the property is properly zoned for its intended use. **Obtain a Certificate of Zoning Compliance** from the zoning officer and keep this with your records.
2. Please contact the Commercial Code Official, John Lefever at 717-735-0292 and discuss what permits are required for any intended renovations. **A Certificate of Occupancy is required** before any facility can open. This document is required whether renovations under permit are done or not.
3. Contact the Health Officer, Kim Wissler at 717-291-4714, or the Health Inspector, Lynn Kauffman at 717-291-4707 at the office at City Hall, Health Division for specific information regarding licensing and inspection requirements for your type of facility. Note: A Health license cannot be issued for any fixed location without having a Certificate of Occupancy on file. **A Health License is required prior to opening.** A copy of the floor plans, with equipment layout, is required to be submitted for review and approval in addition to the completed applications.
4. Our Health Division is always ready to help, and we are the last to review the plans and do the final walk through/inspection of your new establishment. Even a change of establishment name only requires that a new health license be issued.
5. Please contact the Fire Marshal's Office at 717-291-4869. They have inspection authority over maintenance of exits, emergency lighting, and all fire systems including range hoods.

We hope this information is helpful to you as you go forward with your new and hopefully successful business venture.