

A large, multi-story brick building with a prominent corner bay window and a green-tiled conical roof, likely a historic structure in Lebanon, PA. The building is the central focus of the image, with a clear sky in the background. The foreground features a red banner with white text and a dark red banner with white text, both overlaid on the image.

Your Guide to Doing **Business in Lebanon**

www.lebanonpa.org

Message from Mayor Sherry Capello:



On behalf of the City of Lebanon, I would like to extend a heart-felt welcome as you embark on your new business venture and let you know how truly appreciative I am that you have chosen Lebanon as your place of business.

There are many positive things growing in Lebanon and we are pleased to continually welcome new businesses to our community. Located in the heart of Lebanon Valley, we are the county seat and commerce center of Lebanon County, Pennsylvania. Centrally located within the Philadelphia-Harrisburg Metroplex, Lebanon has direct access to three of the world's powerful global cities: Philadelphia- 71 miles to the SE, Washington- 105 miles to the S, and NYC- 129 miles to the E. Our central location, business-friendly staff, and our outstanding quality of life make Lebanon an ideal place for locating or expanding a business.

The Lebanon business community is strong and vital with a diverse range of businesses in terms of size and industry, yet a majority of businesses (61%) are micro-businesses of five or fewer employees. Even while a professional-level resident base emerges, manufacturing, transportation (material moving and logistics), and health care are important industries within the City. Lebanon offers three designated Keystone Opportunity Zones (KOZ) and a large LERTA area that are eligible for tax incentive programs, and we can link you and your business to potential loans for business development through the Lebanon Valley Economic Development Corporation and the Community First Fund. Finally, we are proud members of the Lebanon Valley Chamber of Commerce that constantly advocates for over 800 businesses in our region.

Every business is important in Lebanon, from the small, neighborhood shops to the internationally-headquartered companies. The Mayor, City Council, and City staff are all here to encourage strong economic growth, support existing business, and provide efficient and effective municipal services to our business community. Please let us know how we can continue to serve you and your business and grow the city in ways that position us for a prosperous future. As Mayor, I again would like to welcome you to Lebanon and thank you for choosing to invest in Lebanon-The Place to Grow!

We look forward to serving you!

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LOCATING LEBANON

LOCATION

The City of Lebanon, located in the heart of the Lebanon Valley, is the county seat and commerce center of Lebanon County, Pennsylvania.

The City is strategically located between three major metropolitan areas, with the City of Reading located 26 miles to the east, the City of Lancaster located 22 miles to the south, and the State Capital of Harrisburg located 26 miles to the west.

Lebanon is centrally located within the Philadelphia-Harrisburg Metroplex, and has direct access to three of the world's most powerful global cities, with Philadelphia located 71 miles to the south-east, Washington located 105 miles to the south, and New York located 129 miles to the east.



TRANSPORTATION



Lebanon combines the advantages of a small town with assets and linkages to global market opportunities.



U.S. route 422, which connects Hershey with King of Prussia, cuts through the center of Downtown Lebanon, transporting over 16,000 cars through the City each day. State route 72 passes north and south through the heart of the City, transporting over 14,000 cars through the City each day, and directly connects Lebanon and Lancaster County.



Three major interstate routes pass within 15 miles of the City. Interstate 78, just 9 miles to the north, provides a direct route to New York City. Interstate 81 is accessed via I-78 and runs the length of the Appalachian Mountains providing the fastest route to Virginia, upstate New York and Canada. Interstate 76 (the Pennsylvania Turnpike) traverses the entire state from west to east, providing direct access to Pittsburgh and Philadelphia.



Direct overseas travel can be easily accessed through Philadelphia International, Newark International, and Baltimore-Washington International Airports, all within a 2.5 hour drive of Lebanon. Scheduled passenger and air freight service is available through Harrisburg International Airport, less than an hour drive from Lebanon. Corporate aircraft is served at Deck Airport, Reigle Airport, or Farmer's Pride Airport, all located just outside the City.



The nation's busiest double track lines from Norfolk & Southern bisect the City providing shipping service anywhere in the world using its extensive intermodal network. Likewise, more than 30 motor freight lines and LTL trucking services meet the demands of manufacturers in Lebanon.

PLANNING CHECKLIST AND TIMELINE

No two businesses have the same requirements or timeline when starting, and you certainly don't need to take a year to plan before opening your business, but this example allows for emphasizing the order in which certain actions should take place. Customize this list to the needs of your business.

10 - 12 Months Prior

EVALUATE THE FEASIBILITY OF YOUR BUSINESS IDEA

- Assess your strengths and weaknesses as an entrepreneur
- Determine if your idea can generate a profit
- Investigate startup procedures specific to your industry
- Estimate startup costs and monthly expenses
- Assess current financial resources
- Determine potential sources of financing

9 - 10 Months Prior

CONDUCT BACKGROUND RESEARCH

- Determine your legal business structure and register with the PA Dept. of State
- Determine your business name and register with the state (if using a fictitious name)
- Register for Pennsylvania Tax Accounts with the PA Dept. of Revenue
- Apply for a Federal EIN Number
- Visit City offices to learn about zoning and permit requirements
- Decide on a location
- Research insurance needs and conduct market research
- Select a lawyer

7 - 9 Months Prior

CREATE YOUR BUSINESS BLUEPRINT

- Complete a business plan and marketing plan
- Obtain or renew professional licenses
- Select a banker to open a business checking account, and establish a line of credit
- Apply for business loans and secure financing
- Select an insurance agent and secure insurance
- Select an accountant

5 - 7 Months Prior

BUILD YOUR INFRASTRUCTURE

- Set up payment, accounting and record keeping systems
- Familiarize yourself with tax requirements
- Order business systems (receivables, check disbursement, payroll, etc.)
- Obtain a lease for commercial space & purchase furniture, equipment and signage
- Determine service providers and suppliers
- Review contracts with your attorney

3 - 5 Months Prior

SECURE YOUR NETWORK OF CONTACTS

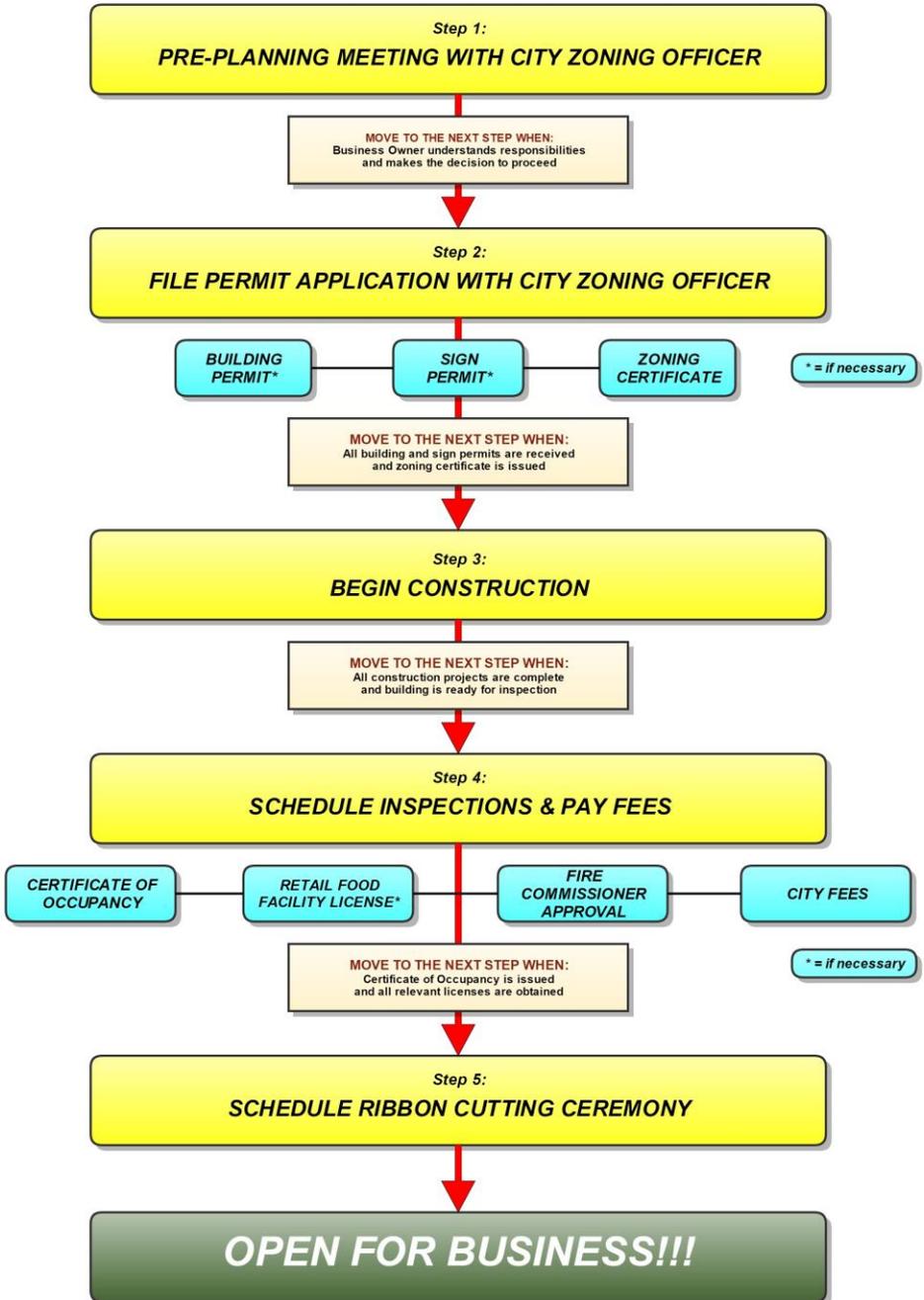
- Get business cards and stationary
- Join professional, civic, and religious organizations
- Hire employees
 - Contact PA Dept. of Labor & Industry for employer requirements
 - Create an employee handbook and write employee job descriptions
- Set a start date

1 - 3 Months Prior

APPLY FINISHING TOUCHES

- Train employees and stock inventory
- Launch marketing campaign and perform a "soft opening"
- Schedule a "Ribbon Cutting" Ceremony with the Community of Lebanon Association or Lebanon Valley Chamber of Commerce

NEW BUSINESS STARTUP FLOW CHART



STEP 1: Pre-Planning Meeting with the City's Zoning Officer

Your **FIRST STOP** in the process of opening a business in Lebanon should be to contact the City's Zoning Officer at (717) 228-4490 to schedule a meeting. Based on the specific needs of your business, the Zoning Officer will make you aware of all rules and requirements that must be met before you can begin doing business at your particular location. It is best to meet with the Zoning Officer as early as possible in your planning process, so there are no surprises down the road that might keep you from opening your business.

At this pre-planning meeting, you should present a complete description of the project with as much planning information as possible. The more precise and accurate the information, the better the Zoning Officer can assist you in estimating fees, and help to make the process as efficient as possible.

** You are encouraged to continue meeting with the Zoning Officer throughout this process.*

STEP 2: File Permit Application with the City's Zoning Officer

An application must be submitted to the Zoning Officer for all building, sign and zoning permits. For all major building and property renovations, including sign construction or repair, you will need a permit from the Department of Public Works **before** beginning work. The Zoning Officer will approve and issue all permits, which must be displayed clearly at the worksite. The Zoning Officer will also complete an official zoning review of your business activities and land uses to ensure they comply with the City of Lebanon's Zoning Ordinance, after which a zoning certificate will be issued. Exact fees will be determined during this step.

** If more info is needed to issue a permit, or if there is a zoning compliance issue, the applicant will be notified immediately by the Zoning Officer, with instructions on how to remedy the issue.*

STEP 3: Begin Construction

Once building, sign and zoning permits have been received, the Business Owner can begin construction or renovation at their particular location.

STEP 4: Schedule Inspections and Pay Fees

Once all construction and renovation has been completed, the Business Owner must schedule a certificate of occupancy inspection. If no improvements have been made to the property, a City Inspector will inspect the building. If improvements have been made, an inspection must be scheduled with Commonwealth Code Inspection Services, Inc. Their number is (717) 664-2347.

If your business is selling food or beverages, you must schedule an inspection with the City's health and sanitation inspector by calling the Department of Public Safety at (717)228-4495. All City Permit fees, and all inspection fees must be paid before a Certificate of Occupancy is issued.

STEP 5: Schedule Ribbon Cutting Ceremony

The City of Lebanon and its residents are thrilled you have chosen to do business here. Contact the Chamber of Commerce or the Community of Lebanon Association to schedule a ribbon cutting ceremony, which will be attended by City Officials and members of the press.

Now you can officially OPEN FOR BUSINESS!!!

** Because each project is different, depending upon the plans and zoning district, no two projects will have the same requirements. This flow chart is meant to serve as a general guideline to help you better understand the process. Maintain consistent communication with the City's Zoning Officer throughout the development of your business site.*

ENTREPRENEUR PLANNING ASSISTANCE & TRAINING

There are several free resources available locally for entrepreneurs and business owners looking to improve their entrepreneurial skills:

SCORE – LANCASTER/LEBANON CHAPTER

SCORE provides free business mentoring services to entrepreneurs, and presents business workshops and seminars for a fee. Services are provided by both active and retired business executives and entrepreneurs who donate their time and expertise as mentors to assist new and established small businesses.

- 313 West Liberty Street, Lancaster, PA
- lancaster.score.org
- (717) 397-3092

SMALL BUSINESS DEVELOPMENT CENTER – KUTZTOWN UNIV.

The SBDC provides educational programs to entrepreneurs looking to start or grow their small business. Consultants work with entrepreneurs in confidential, one-to-one sessions that help them test new business propositions, shape business plans, investigate funding opportunities, and much more.

- 15155 Kutztown Road, Kutztown, PA
- www.kutztownsbdc.org
- SBDC@kutztown.edu
- (484) 646-4003

LEBANON VALLEY CHAMBER OF COMMERCE

The chamber is an advocate and resource for its members and the Lebanon Valley. Services include group benefit programs, direct exposure & publicity to over 1,900 business and community leaders, professional development programs and training workshops, and numerous special events and networking opportunities.

- 604 Cumberland St, Lebanon, PA
- www.lvchamber.org
- info@lvchamber.org
- (717) 273-3727

US SMALL BUSINESS ADMINISTRATION – EASTERN PA OFFICE

The SBA is an independent agency of the federal government that helps Americans start, build and grow businesses. Representatives visit the Lebanon Valley on a regular basis, and are available for appointments.

- 1150 First Avenue, Suite 1001, King of Prussia, PA
- www.sba.gov
- (610) 382-3062

TECHNICAL INFORMATION

COMPREHENSIVE BUSINESS PLAN

The first question all business advisors will ask is: DO YOU HAVE A BUSINESS PLAN???

A business plan is a document that acts as a road map for your business, clearly describing your vision, including all the details of your business operation. A comprehensive and well written plan will make your business more likely to succeed, and will give more confidence to your potential financiers. We strongly suggest you visit one of the recommended entrepreneur assistance centers for a free review of your plan. Those centers are listed on page 8.

ESTIMATING COSTS

It is important to evaluate the costs associated with starting and operating your business before you begin your venture. This vital planning step will help you understand how much to budget for expenses, and how much revenue your firm will need to maintain a positive cash flow. Assistance with estimating costs can be provided by any of the entrepreneur assistance centers listed on page 5.

BUSINESS STRUCTURE

When starting a business, one of your first considerations will be the type of business structure to use. This decision determines the ownership structure, and will have an impact on how much you pay in taxes, how you report your income, AND the personal liability you face. You will want to research all options, make your selection wisely, and choose the structure that most closely matches your business's needs.

For many small businesses, the best initial choice is either a sole proprietorship or – if more than one owner is involved – a partnership. The best choice isn't always obvious, so we recommend seeking guidance from a lawyer or an accountant.

DETERMINING LOCATION

If you have not yet chosen a location, the City's Zoning Officer will assist you in finding one where your business activities are permitted according to the City of Lebanon Zoning Ordinance. If you have already chosen a location, the Zoning Officer will make you aware of all rules and requirements that must be met before you can begin doing business at that location.

REGISTERING YOUR BUSINESS NAME

If you will be doing business under any name other than your legal name, that business name is known as a "fictitious name." If you choose a fictitious name for your business, you must register it with the Pennsylvania Department of State to have it protected for the long term. This process is known as registering your "Doing Business As" (DBA) name. Registration forms can be found on the PA Dept. of State website, or requested via customer service.

Pennsylvania Dept. of State Website: www.dos.pa.gov

Pennsylvania Dept. of State Customer Service Number: (717) 787-1057

PROTECTING YOUR BUSINESS NAME

Your DBA name is also known as your trade name. This name does not afford any brand name protection. A federal trademark is necessary to protect your brand name, symbols, logos and slogans from being used in other states. If you desire to trademark your name or other applicable marks, you must apply to the United States Patent and Trademark Office.

U.S. Patent and Trademark Office: www.uspto.gov

FEDERAL EMPLOYEE IDENTIFICATION NUMBER (EIN)

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used by the federal government to identify a business entity. Every employer subject to employment taxes is required to have a federal Employer Identification Number (EIN) to identify his or her business with the IRS and the Social Security Administration.

If a business does not have employees, it may still be required to have an EIN by banks or other entities with whom they are doing business. If you will be opening a business bank account, nearly all banks will require that the business has an EIN. You can get instructions on how to apply for an EIN online at the Internal Revenue Service's website.

Internal Revenue Service: www.irs.gov

REGISTERING YOUR BUSINESS WITH THE STATE

PENNSYLVANIA ENTERPRISE REGISTRATION FORM (PA – 100)

The Pennsylvania Departments of Labor & Industry and Revenue use this form to register an enterprise for a variety of services and taxes. An online version of this form can be found at www.pa100.state.pa.us. You should obtain and fill out this form if your business will be doing any of the following:

- Hiring employees
- Conducting taxable retail sales
- Selling cigarettes at retail
- Performing cigarette stamping or wholesaling
- Selling or delivering liquid fuels
- Operating a motor carrier in Pennsylvania highways
- Promoting a show that will sell taxable items
- Imposing a fee on the sale of new tires
- Operating a hotel or motel
- Initiating a motor vehicle rental contract for less than 29 days

If you are hiring employees, the PA-100 form registers your businesses with the Department of Labor & Industry for unemployment compensation tax, and with the Department of Revenue for employer withholding tax. If you are conducting taxable retail sales, or performing taxable services, the PA-100 form registers your business for a sales tax license.

For the rest of the items on this list, the PA-100 form registers your business with the Department of Revenue for the related Licenses and Permits. PA-100 forms can be found on the PA Dept. of Revenue website.

Pennsylvania Dept. of Revenue Website: www.revenue.pa.gov

TAXES

The following is a list of taxes for businesses locating in Lebanon. Keep in mind this is a list of only the primary taxes. There are other taxes that may affect your business, depending upon your business activities. There are also tax deductions and credits available to businesses to help ease the tax burden. Taxes change on a yearly basis, so for an accurate assessment of your tax burden, please consult an accounting professional or a lawyer.

FEDERAL TAXES

The details of your federal tax obligation will be determined primarily by your business structure; a corporation will have a different tax burden than a sole proprietor. However, there are four general types of federal business taxes that most small businesses will be subject to:

- **INCOME TAX** – A tax levied directly on income.
- **SELF-EMPLOYMENT TAX** – A tax paid if you are self-employed.
- **EMPLOYMENT TAXES** – Taxes paid if a business has employees.
- **EXCISE TAXES** – A tax on the use or consumption of certain products.

For more information on how federal taxes will impact your business, visit the IRS Small Business and Self-Employed Tax Center online at www.irs.gov/businesses/small.

STATE TAXES

Like Federal taxes, the details of how income from a specific business is taxed depend in part on the business's legal structure. Here are the general types of state business taxes that most small businesses will be subject to:

- **PERSONAL INCOME TAX** – PA's personal income tax has a flat rate of 3.07%.
- **CORPORATE NET INCOME TAX** – PA's corporate net income tax has a flat rate of 9.99%.
- **SALES, USE & HOTEL OCCUPANCY TAX** – PA imposes a 6% sales, use and hotel occ. tax.
- **REAL ESTATE TRANSFER TAX** – Pennsylvania has a real estate transfer tax of 1.0%.
- **EXCISE TAXES** – A tax on the use or consumption of certain products.
- **UNEMPLOYMENT COMPENSATION INSURANCE TAX** – A tax to fund the state unemployment insurance program.

For more information on how state taxes will impact your business, visit the PA Department of Revenue at www.revenue.pa.gov.

LOCAL TAXES

- **REAL ESTATE PROPERTY TAX** – Lebanon County imposes a 3.2925 mills property tax. The Lebanon School District imposes a 19.3 mills property tax. The City of Lebanon imposes a 4.581 mills property tax.
- **EARNED INCOME TAX** – The City of Lebanon imposes an earned income tax of 1.4% of gross wages. The Lebanon School District imposes an earned income tax of 0.5% of gross wages.
- **LOCAL SERVICES TAX (LST) / OCCUPATIONAL PRIVILEGE TAX**
The City of Lebanon imposes a local services tax of \$47. The Lebanon School District imposes a local services tax of \$5, and an occupation tax of \$5.
- **PER CAPITA TAX** – The Lebanon School District imposes a total per capita tax of \$10.00.
- **REAL ESTATE TRANSFER TAX** – **The City of Lebanon** imposes a 0.5% tax on real estate transfers. The Lebanon School District imposes a 0.5% tax on real estate transfers.

LICENSES AND PERMITS

FEDERAL LICENSES AND PERMITS

The Federal Government does not have a single, uniform license that is required to operate a business. You are not likely to need a federal license or permit unless your business activity or product is supervised and regulated by a federal agency. Contact a legal professional or one of the business advisors on page 8 to determine which regulations will impact your business.

STATE LICENSES AND PERMITS

Pennsylvania does not have a single, uniform license that is required to operate a business. However, certain businesses must be licensed based on the type of goods and services offered. This includes professional licenses, food & beverage licenses, licenses for child care facilities, and the sales tax license. To determine exactly which licenses and permits you need, contact the Pennsylvania Department of State at (717) 787-1057.

LOCAL LICENSES AND PERMITS

Neither the City of Lebanon, nor Lebanon County have a single, uniform license that is required to operate a business. However, certain licenses or permits must be obtained based on the location of the business, land and building use, and the type of goods and services offered.

ZONING PERMIT

Before you start your business activities or occupy a building in Lebanon, you must have a permit from the City's zoning officer stating that the proposed use of the building or land conforms with the uses permitted and all other requirements of the City's zoning ordinance and building code.

Land use in Lebanon is regulated by its zoning ordinance. Zoning ordinances divide municipalities into residential, commercial, and industrial districts (or zones), that are generally separate from one another, with the property use within each district being reasonably uniform. Within specific zoning districts there are additional restrictions that can be quite detailed, including specific requirements as to the type of buildings allowed, location of utility lines, restrictions on accessory buildings, building setbacks from the streets and other boundaries, restrictions on signage, and the size and height of buildings. Every property in the City is located within a zoning district. It is important to verify which zoning regulations apply to your proposed location.

BUILDING PERMIT

For all major building and property construction or renovations, you must have a permit from the City's zoning officer stating that the proposed construction or renovation conforms with the requirements of the City's zoning ordinance and building code.

Applications for zoning and building permits can be obtained at the Lebanon Department of Public Works, located in Room 220 of the Municipal Building at 400 South 8th Street. *The application must be submitted with detailed plans drawn to scale and certified by a registered architect or engineer.* The specific requirements and details of the plans depend on the project. Consult with the City's zoning officer to fully understand all requirements.

OTHER PERMITS

While the zoning, building, and sign permits are the most common, there are permits and licenses required for more specific activities. The following is a list of business/construction activities that require a permit in the City of Lebanon:

- Burning, welding and fire alarm & detection system use
- Closing a street for demolition or construction
- Construction, repair, or relocating of a sign
- Construction of a curb, sidewalk or driveway
- Drilling a well
- Dumpster Permits
- Excavation of a City street
- Handling and use of hazardous substances, materials and devices
- Industrial waste discharge
- Installation and operation of fuel-burning equipment
- Operating a residential rental unit
- Operating a rooming house/boarding house
- Parades and public events
- Planting, pruning or removing a shade tree
- Sewer or house lateral construction
- Wastewater discharge

LICENSES

The following business activities require a City-issued license to operate in the City of Lebanon:

- Collecting garbage (issued by the Greater Lebanon Refuse Authority)
- Erection or replacement of a utility pole
- Operating a bus or taxicab service
- Peddling (door-to-door soliciting)
- Possessing a juke box or coin-operated mechanical amusement device
- Transient Retail

MODEL CODES

The City of Lebanon has elected to administer and enforce the provisions of the following model codes:

- International Code Council's International Building Code
- International Code Council's International Electrical Code
- International Code Council's International Energy Conservation Code
- International Code Council's International Existing Building Code
- International Code Council's International Fuel Gas Code
- International Code Council's International Fire Code
- International Code Council's International Mechanical Code
- International Code Council's International Plumbing Code
- International Code Council's International Property Maintenance Code
- International Code Council's International Residential Code
- Pennsylvania Uniform Construction Code

For more information on codified ordinances, visit the Department of Administration in Room 217 at the Municipal Building at 400 S. 8th Street, or you can find the codes online at www.lebanonpa.org.

FINANCING

Acquiring financing is critical to fund the start of your business and ramp it up to profitability. Visit a financial professional at one of the recommended entrepreneur assistance centers for a review of the financing sources available to you. Those centers are listed on page 8.

The two major types of financing are *EQUITY* and *DEBT FINANCING*.

EQUITY FINANCING

Equity financing refers to the method of raising capital by exchanging a portion of the ownership of the business for a financial investment in the business. The ownership stake resulting from an equity investment allows the investor to share in the company's profits. Common sources of equity financing for small businesses include personal savings, friends and relatives, venture capital firms, and angel investors

DEBT FINANCING

Debt financing involves borrowing funds from creditors with the stipulation of repaying the borrowed funds plus interest at a specified future time. For the creditors (those lending to the business), the reward for providing the debt financing is the interest on the amount lent to the borrower. Common sources of debt financing for small businesses include friends and relatives, banks and other commercial lenders, commercial finance companies, government programs, and Community Development Financial Institutions (CDFIs).

ALTERNATE FINANCING SOURCES

If you are unable to finance your business through traditional bank loans, CDFIs may be able to bridge the gap with special programs or direct financing. Community First Fund serves Central Pennsylvania with a mission to create sustainable prosperity for low wealth communities and individuals. Find out more at www.commfirstfund.org.

PUBLIC FINANCING AND GRANTS

The availability of public grant money for business start-ups is *extremely* limited. Despite what you might hear on TV infomercials or online, the government (federal or state) does not provide grants for starting a business, paying off debt, or covering operational expenses.

Although state funds are limited for start-up costs, public financing from state agencies may be available to help you with working capital, building acquisition, equipment purchase, and other financial needs. Several programs are available through the Pennsylvania Department of Community and Economic Development. Visit www.newpa.com for more information.

PARKING

The Lebanon Police Department is responsible for enforcing the parking ordinances.

PARKING METERS

The on-street parking meters are for short-term parking. They generally are enforced 9:00 a.m. to 5:00 p.m. every day except Sunday and other City holidays.

PARKING SPACES FOR RENT

The City of Lebanon rents parking spaces on a monthly schedule. To get a list of the parking lots and fees, call the Department of Finance at (717) 228-4497.

TAX ABATEMENT PROGRAMS

The City of Lebanon utilizes the Local Economic Revitalization Tax Abatement (LERTA) and the Keystone Opportunity Zone (KOZ) incentive to encourage improvements, rehabilitation and new construction in certain areas of the City of Lebanon.

LERTA

The Local Economic Revitalization Tax Abatement (LERTA) was created by the state government to improve the economic and business climate of certain residential and commercial districts by lessening the tax burden on new development. The program provides five year phased out exemptions on new development from all three taxing entities: city school district, city, and county. The exemption is 100% for three years, and 50% for the following two. The program applies to commercial and retail-related new construction and rehabilitation projects on properties located on both sides of Cumberland Street, and the entire City limits north of Cumberland Street.

KOZs

Keystone Opportunity Zones (KOZ) are specific commercial or industrial areas with a greatly reduced tax burden for property owners and businesses. Businesses that locate in designated KOZ parcels are eligible to have no City, School District, or County property taxes levied on new development for a period of 10 years. There are currently three Keystone Opportunity Zone sites in the City:

Partridge Street Redevelopment Project

The Partridge Street Redevelopment Area encompasses the area between Scull Street, North 9th Street, Church Street and North 10th Street. It has been cleared and is vacant. The area is surrounded by Route 72 North and Route 72 South.

Schneider Drive Lot 8

This lot is located on the south side of Schneider Drive near the Lebanon Transit Park & Ride facility. It is slightly over 2 acres, and on a site where Bethlehem Steel once was located. The lot has since been cleared and is vacant. It is in close proximity to Route 72 and Route 422.

Aspen's Business Park

The Aspen's Business Park contains 3 tax parcels for a total of 70.88 acres. The site was previously owned by Bethlehem Steel, where they operated a transit yard. It has been cleared and vacant for many years. Phase II environmental clearance has been completed for this lot. The site is in close proximity to Route 72 and Route 422.

For more information on the City's tax abatement programs, visit the Community and Economic Development Administrator in Room 218 of the City Municipal Building.

ONLINE RESOURCES

ASSOCIATIONS – DIRECTORIES

ASAE & The Center for Association Leadership	www.asaecenter.org
Internet Public Library	www.ipl.org/div/aon

ASSOCIATIONS – BUSINESS

American Marketing Association	www.marketingpower.com
National Restaurant Association	www.restaurant.org
National Retail Federation	www.nrf.com

BENCHMARKING

Biz Stats	www.bizstats.com
Fintel Scorecard	www.fintel.us/products/businessscorecard.html

BUSINESS PLANS

Entrepreneur Magazine	www.entrepreneur.com/businessplan
SBA Business Plan Basics	www.sba.gov/smallbusinessplanner
SCORE Business Plan Template	www.score.node/803280

COMPETITIVE INTELLIGENCE

Fuld & Company	www.fuld.com
Investigators Toolbox	www.virtuallibrarian.com/research/ci.html
Competitive Intelligence	www.llrx.com/features/ciguide.htm

DEMOGRAPHICS/PSYCHOGRAPHICS

American Fact Finder	www.factfinder2.census.gov
FreeDemographics	www.freedomographics.com
Melissa Data	www.melissadata.com
My Best Segments-Claritas	www.claritas.com/mybestsegments/default.jsp

ENTREPRENEURSHIP

Edward Lowe Foundation	www.edwardlowe.org
Entrepreneur Magazine	www.entrepreneur.com
Inc Magazine	www.inc.com
Kauffman Foundation	www.kauffman.org

FRANCHISING

Entrepreneur Magazine - Franchise Opportunities	www.entrepreneur.com/franchises
Franchise Direct	www.franchisedirect.com
Franchising.com	www.franchising.com

GOVERNMENT RESOURCES - FEDERAL

Code of Federal Regulations	www.ecfr.gov
FedBizOpps	www.fbo.gov
Internal Revenue Service Small Business Info	www.irs.gov/businesses/small
Laws & Regulations by Industry	business.usa.gov
US Small Business Administration Website	www.sba.gov

GOVERNMENT RESOURCES - STATE

Dept. of Community & Economic Development	www.newpa.com
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HUMAN RESOURCES

Employee Benefit Research Institute	www.ebri.org
Equal Employment Opportunity Commission	www.eeoc.gov
Salary.com	www.salary.com

INDUSTRY RESEARCH

Valuation Resources	www.valuationresources.com
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LEGAL

FindLaw	www.findlaw.com
Nolo	www.nolo.com

MARKET RESEARCH

Annual Reports	www.annualreports.com
MarketResearch.com	www.marketresearch.com
Securities and Exchange Commission	www.sec.gov

MARKETING

American Marketing Association	www.marketingpower.com
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SOCIAL MEDIA

Facebook for Business	www.facebook.com/business
Instagram for Business	business.instagram.com/blog
Pinterest for Business	business.pinterest.com
Twitter for Business	business.twitter.com

STATISTICS

FED Stats	www.fedstats.gov
US Census	www.census.gov
Biz Stats	www.bizstats.com

GOVERNMENT RESOURCES

LOCAL RESOURCES

Downtown Lebanon BID
Kelly Withum, Executive Director
847 Cumberland St., Suite 2
Lebanon, PA 17042
(717) 376-6690
KellyW@DowntownLebanon.com

Lebanon Valley Chamber of Commerce
604 Cumberland St.
Lebanon, PA 17042
(717) 273-3727
www.lvchamber.org

STATE RESOURCES

PA DCED Business Assistance
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225
(717) 783-5700
dced.pa.gov/business-assistance/

Online Licensing
www.mylicense.pa.org

Online Business Registration
www.doreservices.state.pa.us/BusinessTax/PA
100/FormatSelection.htm

FEDERAL RESOURCES

U.S. Small Business Administration –
Eastern Pennsylvania District Office
1150 First Avenue, Suite 1001
King of Prussia, PA 19406
(610) 382-3062
www.sba.gov

Small Business Development Center –
Kutztown University Office
15155 Kutztown Road
Kutztown, PA 19530
(877) 472-7232
www.kutztownsbdc.org

Internal Revenue Service – Small Business and
Self-Employed Tax Center
www.irs.gov/businesses/small/index.html

Lebanon Valley Economic Development
Corp.
16 Lebanon Valley Parkway
Lebanon, PA 17042
(717) 274-3180
www.lvedc.org

Pennsylvania State Data Center (PaSDC)
Institute of State and Regional Affairs
Pennsylvania State University at Harrisburg
777 West Harrisburg Pike
Middletown, PA 17057
(717) 948-6336
www.pasdc.hbg.psu.edu

South Central Workforce Investment Board
4201 Crums Mill Road, Suite 200
Harrisburg, PA 17112
(717) 236-7936
www.wibpa.org

US Department of Labor: Occupational Safety &
Health Administration – Small Business Assistance
www.osha.gov/dcsp/smallbusiness/index.html

Social Security Administration –
Business Services Online
www.ssa.gov/bso/bsowelcome.htm

US Environmental Protection Agency –
EPA for Business and Non-Profits
www.epa.gov/epahome/business.htm

IMPORTANT GOVERNMENT PHONE NUMBERS

CITY OF LEBANON (www.lebanonpa.org)	(717) 228-4401
Department of Administration	(717) 228-4401
Department of Public Works	(717) 228-4490
Department of Public Safety/Bureau of Fire	(717) 228-4486
Department of Finance	(717) 228-4497
Department of Community and Economic Development	(717) 228-4487
Police Department	(717) 272-6611
LEBANON COUNTY (www.lebcounty.org)	(717) 274-2801
PA DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT (DCED)	(800) 280-3801
DCED Small Business Champion Network	(800) 280-3801
PA DEPARTMENT OF LABOR & INDUSTRY (www.dli.state.pa.us)	(717) 787-5279
Unemployment Compensation Tax	(717) 787-7679
Unemployment Compensation Claims	(888) 313-7284
Workers' Compensation	(717) 783-5421
PA DEPARTMENT OF REVENUE (www.revenue.state.pa.us)	(717) 787-1064
Sales Tax Questions	(717) 787-1064
Sales Tax Licensing	(717) 772-1064
Employer Withholding Tax (Questions)	(717) 787-1064
Employer Registration	(717) 772-1064
Corporation Taxes (Rate & Base Changes)	(717) 783-1064
Cigarette Tax	(717) 783-9374
Malt Beverage Tax	(717) 783-9354
Small Games of Chance	(717) 787-8275
Use Tax (Aircraft, Watercraft, Motor Vehicle, Miscellaneous)	(717) 772-2960
Personal Income Tax	(717) 787-8201
Specific Legal Questions on Tax Changes	(717) 787-1064
PA DEPARTMENT OF STATE (www.dos.state.pa.us)	(717) 787-1057
Business Entity Filings	(717) 787-1057
Fictitious Name Search Office	(717) 787-1057
Bureau of Professional and Occupational Affairs	(717) 787-8503
Licensing Boards (General Information)	(717) 787-8503
INTERNAL REVENUE SERVICE (www.irs.gov)	(800) 829-4933
Employer Identification Number (EIN) Information	(800) 829-1040
U.S. SMALL BUSINESS ADMINISTRATION (www.sba.gov)	(800) 827-5722
Eastern Pennsylvania District Office	(610) 382-3062

Your Guide to Doing
**Business in the
City of Lebanon**

www.lebanonpa.org