

Launch Your Retail Biz in the



CITY OF PITTSBURGH

Retailers are business firms engaged in offering goods and services directly to consumers. In most—but not all—cases, retail outlets are primarily concerned with selling merchandise. Typically, such businesses sell individual units or small groupings of products to large numbers of customers.

Retail Businesses include (but are not limited to):

- Clothing Stores
- Convenience Stores
- Supermarkets
- Non-Store Retailers (Online Stores)
- Hardware Stores
- Cosmetics, Beauty Supplies and Perfume Stores
- Gasoline Stations
- Sporting Goods Stores
- Florists
- Used Merchandise Stores



Get Legal and Get Going!

Step 1: Register your business with the City.

- Contact the [Department of Finance](#) located on the **2nd Floor** of the City-County Building (412-255-2541, Opt. 5).

Step 2: You've found a space for your biz, now what?

- Check your space on the [Zoning Map](#) and contact the Dept. of City Planning [Zoning Division](#) to verify if you need a permit. 200 Ross Street, 3rd Floor, Pittsburgh PA 15219 (412-255-2200).

Step 3: Renovating? Constructing? Moving in?

Get your permit!

- Contact the [Department of Permits, Licenses, and Inspections](#) located at 200 Ross Street, 3rd Floor, Pittsburgh PA, 15219 (412-255-2175) Print and complete necessary forms (available online). Submit to PLI.

Step 4: Will your business use public space? Parking? Signage?

Dumpsters? If so, you'll need another permit for that! Get it through Public Works.

- Contact the [Department of Public Works](#), 611 Second Avenue, Pittsburgh PA, 15219 (412-255-2529).
- Complete the [Permit Info Form](#) online to request additional info.

Step 5: Selling food?

- Contact the [Allegheny County Health Department](#), 3901 Penn Avenue, Bldg. 1, Pittsburgh, PA 15224 (412-578-7921) Attend a Food Protection certification course & schedule your Food Facility inspection.

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