



CITY OF PITTSBURGH  
Department of Permits, Licenses, and Inspections

## Business License Application

**Instructions:** Please complete all license application fields below. For additional information about requirements, visit [pittsburghpa.gov/pli/licenses](http://pittsburghpa.gov/pli/licenses) to review the *PLI Licensing Rules and Regulations*.

### Part 1: Provide Application Status

- Renewal License      If Renewal, Previous License Number:  
 New License          If New, Activity Start Date:

### Part 2: Select a Business License Type

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Amusement Place             | <input type="checkbox"/> Parking Lot                    | <input type="checkbox"/> Trade Fair         |
| <input type="checkbox"/> Amusement Producer          | <input type="checkbox"/> Peddler                        | <input type="checkbox"/> Transient Merchant |
| <input type="checkbox"/> Bed and Breakfast           | <input type="checkbox"/> Secondhand Dealer              |   |
| <input type="checkbox"/> Limited Towing              | <input type="checkbox"/> Sign Maintenance Certification |   |
| <input type="checkbox"/> Mechanical Amusement Device | <input type="checkbox"/> Stationary Vendor              |   |
| <input type="checkbox"/> Mobile Vehicle Vendor       | <input type="checkbox"/> Ticket Reseller                |   |

### Part 3: Provide Business Information

1. Legal Business Entity Name:
2. City of Pittsburgh Tax ID:
3. "Doing Business As" Name
4. Location of Business Activity:
  
5. Business Full Mailing Address:
  
6. Business Phone Number:
7. Business Email Address:
8. Business Contact Name:
9. Business Contact Mailing Address:
  
10. Business Contact Phone Number:
11. Business Contact Email Address:

### Part 4: Required Documents List

All documents and fees required per the *Licensing Rules and Regulations* must be provided in order to process. All information about what documents listed below are required per license type are found in the *Licensing Rules and Regulations*.

- |   |  |
|---|--|
| <input type="checkbox"/> Valid government-issued ID               | <input type="checkbox"/> License Fee                   |
| <input type="checkbox"/> Certificate of Occupancy                 | <input type="checkbox"/> Employer Letter Authorization |
| <input type="checkbox"/> City of Pittsburgh Tax Compliance Letter | <input type="checkbox"/> Vehicle Registration          |



**Business License Application**

**Part 4: Required Documents List Continued**

- Vendor List
- Certificate of General Liability Insurance
- Precious Metal License
- Valid Lease or Agreement
- ePatch Criminal Record Check
- Certificate of Worker's Compensation Insurance or Affidavit of Exemption
- PA Department of Banking & Securities License
- Allegheny County Health Department Certificate
- Picture of Sign/Mechanical Device/ Vending Unit
- Sketch or Plot Drawing

**Part 5: License Specific Information**

All license specific information per the *Licensing Rules and Regulations* must be provided in order to process. You may proceed to Part 6 if this information does not apply.

License Type(s)	Information Needed	Applicant Response
Amusement Place	Number of seats in the venue?	
Amusement Producer, Trade Fair, Transient Merchant	Event start date & event end date?	
Peddler, Mobile Vehicle Vendor, Secondhand Dealer, Stationary Vendor, Trade Fair, Transient Merchant	Are you selling jewelry? Are you selling food?	
Peddler, Mobile Vehicle Vendor, Stationary Vendor, Trade Fair	Provide a description of the goods you are selling	
Bed & Breakfast	Number of rooms?	
Parking Lot	Number of total spaces, handicapped accessible spaces, & revenue generating spaces?	
Parking Lot, Towing	Towing company name and phone number?	
Mechanical Device	Number of gambling machines, non-gambling machines, juke boxes, pool tables?	
Sign Maintenance Certificate	Number of small signs & number of large signs (billboards)?	

**Part 6: Signature of Applicant**

*I attest that I am 18 years or older, and the application information provided is true and accurate to my knowledge.*

Applicant Signature:

Applicant Printed Name:

Date: