

2015 Business Guide to Governmental Services

www.pahouse.com/Deasy

DISTRICT OFFICE:

436 S. Main St., Suite 100 • Pittsburgh, PA 15220
(412) 928-9514 • Fax: (412) 565-3170

CAPITOL OFFICE:

323 Irvis Office Building • P.O. Box 202027
Harrisburg, PA 17120-2027
(717) 772-8187 • Fax: (717) 787-7388

WEBSITE: www.pahouse.com/Deasy



Provided by

State Representative

Dan Deasy

27th Legislative District

27th Legislative District Allegheny County



**Representing parts of the
19th Ward of the City of
Pittsburgh, all of the 20
and 28th Wards of the City
of Pittsburgh; Boroughs
of Green Tree, Crafton,
Ingram, McKees Rocks and
Thornburg.**

IMPORTANT NUMBERS

PA Department of Community and Economic Development

Small Business Resource Center..... (717) 787-3405
(717) 783-5700 or
1 (866) 403-6163

PA Department of Labor and Industry

Building Occupancy Permits.....1 (800) 982-7567
(717) 787-3806
Benefits and Allowances (717) 787-3547
Tax..... (717) 787-6637
Workers' Compensation (717) 772-4447 or
1 (800) 482-2383 (in PA)
Job Centers1 (800) 982-7567
UC Tax Services..... (717) 787-7679

PA Department of Revenue

Taxpayer Service and Information Center (717) 787-1064
Sales Tax Questions (Taxability of an Item) (717) 787-1064
Sales Tax Questions (On a Sales Tax Account) (717) 783-9360
Sales Tax Registration (717) 787-1064
1% local Sales and Use Tax (Philadelphia/Allegheny Co.) (717) 787-1064
Employer Withholding Tax (Questions) (717) 787-1064
Employer Registration (717) 787-1064
Employer Tax Accounts (Payments) (717) 783-1488
Corporation Taxes (Rate & Base Changes) (717) 787-1064
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) 783-9735
Public Transportation Assistance Fund, Tax & Fees.. (717) 787-6315
Personal Income Tax..... (717) 787-8201
Electronic Funds Transfer (All Business Tax Types)1 (800) 892-9816
Tax Lien Certificates (717) 787-3911
Bulk Sales Clearance (717) 783-6052
PA State Lottery (General Information) (717) 986-4699
Collection and Taxpayer Services (717) 783-8660
Tax Clearance (717) 787-3911, option 4

PA Department of State

Corporate Registration and Information (717) 787-1057
Charitable Organization Registration..... (717) 783-1720 or
1 (800) 732-0999 (in PA)
Fictitious Name Search Office (717) 787-1057
Bureau of Professional and Occupational Affairs (717) 787-8503
Licensing Boards (General Information) (717) 787-8503
State Athletic Commission..... (717) 787-5720
Commissions, Elections, and Legislation Office..... (717) 787-5280

Other

Internal Revenue Services (IRS) Employee Identification
and General Information1 (800) 829-1040
U.S. Small Business Administration (412) 395-6560
PA Insurance Department (717) 787-7000
PA Department of Banking and Securities (412) 565-5083
Office of Attorney General (Consumer Protection) (717) 787-9707
Pennsylvania Liquor Control Board (717) 783-7637
Public Utility Commission (717) 783-1740
Small Business Advocate Office..... (717) 783-2525
Tax Forms for 501C3 Status1 (800) 829-3676
Federal Switchboard.....1 (800) 688-9889
United States Patent & Trademark Office1 (800) 786-9199

SMALL BUSINESS DEVELOPMENT:



PA Dept. of Community & Economic Development

www.newpa.com

Small Business Champions
1 (800) 280-3807

PA Dept. of State

www.dos.state.pa.us

1 (888) 659-9962

Small Business Administration

Pittsburgh District Office
411 Seventh Avenue, Suite 1450
Pittsburgh, PA 15219
(412) 395-6560

Business Licenses Bureau of Building Inspection

200 Ross Street, 3rd Floor
Pittsburgh, PA 15219

Business Licensing
(412) 255-2858

Permit Plans Examining
(412) 255-2175

PA Dept. of Banking

www.dobs.pa.gov

1 (800) 722-2657



PHOTO: Margaret Stanby, Allegheny County Photography

Pittsburgh City-County Building

Dear Business Owner,

One of my duties as your state representative is to provide my constituents with valuable information about their government. This information is vital not only to individuals but also to business owners.

Businesses, both small and large, are vital to the growth and wealth of our region, state and nation. I am, therefore, committed to providing business owners with the tools, assistance, and guidance necessary to succeed.

Since being elected to the Pennsylvania House of Representatives in 2008 and during my prior tenure as a member of Pittsburgh City Council, I have been aware of the importance of businesses and their role in community development. As a member of the Labor and Industry, Tourism and Recreational Development, and Urban Affairs committees in the State House, I will continue to support initiatives that recognize businesses and their importance to our economy.

Part of my support and commitment to business owners includes ensuring you have helpful information on government entities that deal with business-related matters. To that end, I have compiled this Business Guide to Governmental Services for your reference. This booklet includes contact information for government agencies that address business-related matters and a brief description of purpose for each agency. The goal of this booklet is to be a handy reference guide for business owners. I hope you find it helpful.

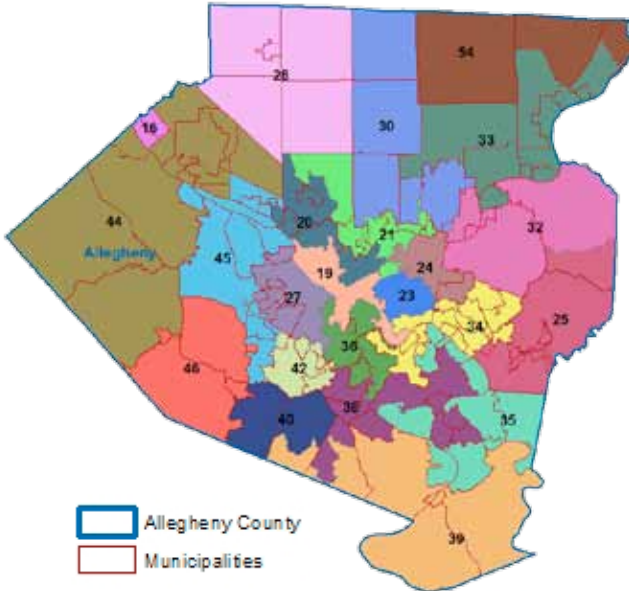
Thank you for the commitment you have made to this great Commonwealth of Pennsylvania by establishing your business here. Please feel free to contact me with any questions, concerns or comments about your business. Don't hesitate to call if I can be of assistance with any state-related matter.

Very truly yours,

A handwritten signature in black ink that reads "Dan Deasy".

DAN DEASY

Allegheny County Legislative Districts



Allegheny County House Districts

District, Member, Party, Phone

18	Rob Matzie (D)	724-266-7774
19	Jake Wheatley (D)	412-471-7760
20	Adam Ravenstahl (D)	412-321-5523
21	Dom Costa (D)	412-361-2040
23	Dan Frankel (D)	412-422-1774
24	Ed Gainey (D)	412-665-5501
25	Joseph Markosek (D)	412-856-8284
27	Dan Deasy (D)	412-928-9514
28	Mike Turzai (R)	412-369-2230
30	Harold English (R)	412-487-6605
32	Tony DeLuca (D)	412-793-2448
33	Frank Dermody (D)	724-274-4770
34	Paul Costa (D)	412-824-3400
35	Marc Gergely (D)	412-664-0035
36	Harry Readshaw (D)	412-881-4208
38	William Kortz (D)	412-466-1940
39	Rick Saccione (R)	412-653-1025
40	John Maher (R)	412-831-8080
42	Dan Miller (D)	412-343-3870
44	Mark Mustio (R)	412-262-3780
45	Nick Kotik (D)	412-264-4260
46	Jason Ortity (R)	412-221-5110
54	Eli Evankovich (R)	724-387-1281

UNITED STATES: (Federal Government)



House of Representatives

Congressman Keith J. Rothfus – District 12

www.rothfus.house.gov

600 Babcock Boulevard, Suite 104
Pittsburgh, PA 15237
(412) 837-1361

Congressman Mike Doyle – District 14

www.doyle.house.gov

2637 East Carson Street
Pittsburgh, PA 15203
(412) 390-1499

Congressman Timothy F. Murphy – District 18

www.murphy.house.gov

504 Washington Road
Pittsburgh, PA 15228
(412) 344-5583



Senate

Senator Robert P. Casey Jr.

www.casey.senate.gov

Grant Building
310 Grant Street, Suite 2415
Pittsburgh, PA 15219
(412) 803-7370

Senator Pat Toomey

www.toomey.senate.gov

100 Station Square, Suite 225
Pittsburgh, PA 15219
(412) 803-3501

COMMONWEALTH OF PENNSYLVANIA:
(State Government)

www.pa.gov



TOM WOLF
 Governor

www.governor.state.pa.us

Capitol Office
 225 Main Capitol Building
 Harrisburg, PA 17210
 (717) 787-2500

Southwest Office
 301 Fifth Avenue, Suite 240
 Pittsburgh, PA 15222
 (412) 565-5700



DANIEL DEASY
 State Representative
 27th District

www.pahouse.com/Deasy

Capitol Office
 323 Irvis Office Building
 P.O. Box 202027
 Harrisburg, PA 17120
 (717) 772-8187

District Office
 436 South Main Street, Suite 100
 Pittsburgh, PA 15220
 (412) 928-9514



WAYNE FONTANA
 State Senator
 42nd District

www.senatorfontana.com

Capitol Office
 543 Main Capitol; Box 203042
 Harrisburg, PA 17120
 (717) 787-5300

District Office
 932 Brookline Boulevard
 Pittsburgh, PA 15226
 (412) 344-2551

Deasy's Guide to Business Services for Business Owners

CONTENTS

City of Pittsburgh 1

Allegheny County 2-4

Pennsylvania (State Departments and Agencies)..... 5-7

United States (Federal Departments and Agencies) 8

Elected Government Official Contacts 9-10

 City of Pittsburgh

 Allegheny County

Commonwealth of Pennsylvania (State Government) 11

United States (Federal Government) 12

Small Business Development 13



CITY OF PITTSBURGH:

Department of City Planning

The Department of City Planning deals with the development, zoning, and opening of businesses.

www.pittsburghpa.gov/dcp

(412) 255-2200

Department of City Planning Commission

The City Planning Commission handles land use and development within the city of Pittsburgh.

www.pittsburghpa.gov/dcp/boards/planning-commission

(412) 255-2473

Department of Finance

The primary responsibility of the city Finance Office is the billing and collecting of real estate taxes.

www.pittsburghpa.gov/finance

(412) 255-2582

Registering a New Business

Any business operating within the city needs to register with the city. You can do this by downloading a New Business Registration form from www.pittsburghpa.gov/finance/info or call (412) 255-2543 to have a form mailed to you.

Business Licenses

Bureau of Building Inspection

200 Ross Street, 3rd Floor
Pittsburgh, PA 15219

Business Licensing

(412) 255-2858

Permit Plans Examining

(412) 255-2175



PHOTO: Margaret Stanley, Allegheny County Photography

Allegheny County Courtyard & Fountain

Allegheny County

www.alleghenycounty.us

Courthouse

436 Grant Street
Pittsburgh, PA 15219

Rich Fitzgerald, Allegheny County Executive

Room 101 • (412) 350-6500

Chelsea Wagner, Controller

Room 104 • (412) 350-4660

John K. Weinstein, County Treasurer

Room 108 • (412) 350-4111

County Council

Room 119 • (412) 350-6490

Stephen A. Zappala, Jr., District Attorney

Room 303 • (412) 350-4400

Thomas Baker, Councilman, District 1

Room 119 • (412) 350-6525

Michael J. Finnerty, Councilman, District 4

Room 119 • (412) 350-6540

James Ellenbogen, Councilman, District 12

Room 119 • (412) 350-6580

ELECTED GOVERNMENT OFFICIAL CONTACTS:



ALLEGHENY COUNTY:

City of Pittsburgh

www.pittsburghpa.gov

William Peduto, Mayor

City-County Building, Room 512
414 Grant Street
Pittsburgh, PA 15219
(412) 255-2626

Theresa Kail-Smith, Councilwoman

City-County Building
414 Grant Street, Suite 510
Pittsburgh, PA 15219
(412) 255-8963

Natalia Rudiak, Councilwoman

City-County Building
414 Grant Street, Suite 510
Pittsburgh, PA 15219
(412) 255-2131

Allegheny Green and Sustainability

Allegheny Green is a comprehensive initiative to promote sustainable practices within county government through county-wide policies, programs, and green projects. Allegheny County encourages residents, businesses, and municipalities to also implement sustainable practices that support economic interests in an environmentally appropriate and equitable manner.

www.alleghenycounty.us/alleghenygreen

County Office Building
542 Forbes Avenue, Room 107
Pittsburgh, PA 15219
(412) 350-6506

Department of Budget and Finance

The Office of Budget and Finance is responsible for setting and operating within the fiscal budgets set for Allegheny County. These budgets include small business development funds and other pertinent funding for business owners.

www.alleghenycounty.us/budget

436 Grant Street, Room 225
Pittsburgh, PA 15219
(412) 350-5131

County Controller's Office

The Controller's Office has multiple divisions including Accounting, Management Systems, Auditing, and Administrative. The Accounting Division's mission is to monitor fiscal affairs of the county; process vendor payments; approve payroll; and provide financial reports in accordance with generally accepted accounting principles. Through the audit function, the Controller ensures that the county is achieving honest, efficient management and full accountability through every aspect of government. The Administrative Division



PHOTO: Margaret Stanley, Allegheny County Photography

Allegheny County Courthouse

maintains a professional staff to nimbly and quickly respond to the needs and concerns of constituents, taxpayers, and vendors.

www.alleghenycontroller.com

436 Grant Street, Courthouse
Pittsburgh, PA 15219

Department of Economic Development

The Department of Economic Development handles the bettering of Allegheny County through new businesses and nonprofits. Economic Development handles financing and incentives for all businesses as well as ways of promoting and increasing business to better the economic situation of Allegheny County.

www.alleghenycounty.us/economic

1 Chatham Center, Suite 900
112 Washington Place
Pittsburgh, PA 15219
(412) 350-1000

Department of Health

The Department of Health is vital to all business owners but especially to those operating in the food service industry. The Department of Health handles all issues of health and disease, food safety, restaurant inspections, and health department regulations.

www.achd.net

542 4th Avenue
Pittsburgh, PA 15219
(412) 687-2243

Department of Human Services

The Department of Human Services offers assistance and benefits to businesses and their employees. They are crucial in the search for reliable employees and labor standards in the county.

www.alleghenycounty.us/dhs

1 Smithfield Street, 4th Floor
Pittsburgh, PA 15222
(412) 350-5701

UNITED STATES: **(Federal Departments and Agencies)**

Affordable Care Act – Small Business Options

<https://www.healthcare.gov/contact-us/>
1 (800) 706-7893

Internal Revenue Service (IRS)

The IRS provides federal tax information for people who are starting a business, as well as information to assist in making basic business decisions. This is the location for information for a Federal EIN.

<http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Starting-a-Business>

Small Business Administration

The Small Business Administration is an independent agency of the federal government. Its mission is to “aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation.”

Pittsburgh District Office

411 Seventh Avenue, Suite 1450
Pittsburgh, PA 15219
(412) 395-6560

U.S. Department of Commerce

According to the Department of Commerce website, the mission of the department is to create conditions for economic growth and opportunity. The department is comprised of 12 bureaus that work together to drive progress in four key goal areas: Trade and Investment, Innovation, Environment and Data. The underlying strength of the department is the ability for its bureaus to work together and leverage expertise in all of these goal areas to drive economic growth.

401 Constitution Avenue, NW
Washington, D.C. 20230
(202) 482-2000

Downtown Pittsburgh Office
411 Seventh Avenue, Room 420
Pittsburgh, PA 15219
(412) 565-7540

Pittsburgh-Green Tree Office
11 Parkway Center, Suite 175
875 Greentree Road
Pittsburgh, PA 15220
(412) 929-0614

Department of State

The Department of State handles business registration forms, licensing services, and complaints being filed against businesses or corporations.

www.dos.pa.gov

**Bureau of Professional and
Occupational Affairs**
(717) 787-8503

**Bureau of Corporations and
Charitable Organizations**
1 (800) 732-0999

State Treasurer

The State Treasury does more than simply manage and invest the commonwealth's financial assets, they also provide some services pertaining to business owners. These include finding unclaimed property, seeking investment in your business, connections with loaners, classes dealing with financial education, and consumer reports.

www.patreasury.gov

129 Finance Building
Harrisburg, PA 17120
(717) 787-2465

Southwest Regional Office
1501 Reedsdale Street, Suite 5001
Pittsburgh, PA 15233
(412) 880-4027

Department of Minority, Women, and Disadvantaged Business Enterprise

The Allegheny County Commissioners established a county-wide Minority Business Enterprise Program because they recognized that minority and women business enterprises (MBEs and WBEs) had not participated in county contracts for supplies and services to the extent that was desirable. The objective of the program is to ensure that MBEs, WBEs and DBEs (disadvantaged business enterprises) are given the maximum opportunity to obtain and perform on contracts.

www.alleghenycounty.us/mwdbbe

542 Forbes Avenue, Room 204
Pittsburgh, PA 15219
(412) 350-4309

Department of Property Assessments

The Department of Property Assessments handles the assessing of property as well as tax abatements and exemptions. This department is important to business owners because they assess property values and locations of current or potential businesses.

www.alleghenycounty.us/opa

542 Forbes Avenue, Third Floor
Pittsburgh, PA 15219
(412) 350-4600

Treasurer's Office

The Treasurer's Office handles all taxes dealing with real estate, sales, alcoholic beverages, and others impacting the business community. The Treasurer is vitally important to those in business because they are the main collectors of taxes for not only the constituents but business owners as well.

www.alleghenycounty.us/treasurer

**Allegheny County Treasurer,
John K. Weinstein**

436 Grant Street, Room 108
Pittsburgh, PA 15219



PENNSYLVANIA:

(State Departments and Agencies)

Department of Banking

The Pennsylvania Department of Banking and Securities fosters a strong economy for Pennsylvania by ensuring the safety and soundness of financial institutions, encouraging capital formation, regulating financial services providers, and protecting consumers and investors.

www.dobs.pa.gov

1 (800) 722-2657

Community and Economic Development

The mission of the Department of Community and Economic Development (DCED) is to foster opportunities for businesses to grow and for communities to succeed and thrive in a global economy. Our mission is to improve the quality of life for Pennsylvania citizens while assuring transparency and accountability in the expenditure of public funds.

www.newpa.com

Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120
1 (866) 466-3972

Human Relations Commission

You have the right to live, work and learn free from illegal discrimination. The PA Human Relations Commission enforces Pennsylvania's anti-discrimination laws and promotes equal opportunity. We encourage diverse workplaces, schools and communities where differences are not just tolerated, but celebrated.

www.phrc.state.pa.us

333 Market Street, 8th Floor
Harrisburg, PA 17101
(717) 787-4410

Pittsburgh Regional Office

301 Fifth Avenue, Suite 390
Pittsburgh, PA 15222
(412) 565-5395

Department of Labor and Industry

The Department of Labor and Industry may be the utmost important department concerning business owners. It helps with employer and employee services, workers' compensation, disability services, various forms, labor law compliance, construction codes, and insurance funds, among many more.

www.dli.state.pa.us

651 Boas Street, Room 1700
Harrisburg, PA 17121
General Information:
(717) 787-6374

Department of Revenue

The department's mission is to fairly, efficiently and accurately administer the tax laws and other revenue programs of the commonwealth to fund necessary government services. Whether you are an individual, business owner or tax professional, our website features information to make filing and paying state taxes as easy as possible.

www.revenue.pa.gov