

On behalf the Williamsport Main Street Program, we are pleased to welcome you to our community. Williamsport Main Street is dedicated to keeping our community clean, safe and attractive. Our focus is to strengthen the competitiveness of downtown as a central location for business and entrepreneurship.

We welcome your optimistic outlook that you most certainly share with us in building a bright economic future for our downtown and the entire area. Whether you want to start, expand or relocate your business in downtown Williamsport, to live in downtown or enjoy our dining, entertainment or shopping, we want to do all we can to encourage and assist you wherever and whenever possible.

Please feel free to call us or come in to our office if we can be of service. Together we will continue to build a working partnership so that you, our City and Lycoming County will continue to progress toward economic stability.

For additional information please contact:

Josh Trego, Williamsport Main Street Manager

Williamsport Main Street Office

100 West Third Street

Williamsport, PA 17701

570-320-4211

[www.mainstreetlycoming.com](http://www.mainstreetlycoming.com)

## **Demographic Data**

Williamsport gives people the choice of many lifestyles. Common denominators are reasonable costs, manageable pace, great physical beauty and cultural opportunities.

Williamsport is the county seat of Lycoming County and lies along the West Branch of the Susquehanna River, nestled at the base of the 1600-foot Bald Eagle Mountains at the foothills of the Alleghenies. Once known as the “Lumber Capital of the World” Williamsport is now known nationally and internationally as the “Home of the Little League World Series.”

### **POPULATION/MEDIAN INCOME**

The City of Williamsport is the most populous municipality in Lycoming County with a total population of 30,706 (2000 census). The City’s median family income in 2000 was \$33,844.

## HOUSING

The 2000 Census reported 13,524 housing units in the City of Williamsport. Of the City's total occupied housing units 12,219, 44% were owner occupied while 56% were renter-occupied.

## EMPLOYMENT

The largest employer in the Williamsport area is Susquehanna Health System, employing over 3,000 people. Susquehanna Health System is comprised of three hospitals, Muncy Valley Hospital, Divine Providence Hospital, and Williamsport Hospital and Medical Center.

## EDUCATION

Williamsport Area School District: [www.wasd.org](http://www.wasd.org)

Encompassing Williamsport and the townships of Old Lycoming, Lewis, Hepburn, Lycoming and Woodward, the Williamsport Area School District has an enrollment of 5,950. Covering the rest of Lycoming County, there are seven other public school districts, and nine parochial schools and two licensed private academic schools.

In Lycoming County, there are three colleges. Lycoming College [www.lycoming.edu](http://www.lycoming.edu) has an enrollment of 1,500, Pennsylvania College of Technology [www.pct.edu](http://www.pct.edu) has an enrollment of 6,300 and Newport Business Institute [www.newportbusiness.com](http://www.newportbusiness.com) has an enrollment of 109 students.

## **Business Assistance**

**Façade Challenge Grant Program:** Available 2008, The Williamsport Main Street Program offers matching grants for storefront and facade improvements in the downtown business district up to a maximum amount of \$5,000 per storefront. Any person(s) or other legal entity owning or leasing commercial property in the City of Williamsport's Main Street District is eligible to apply. Qualifying commercial properties include single-purpose retail and office buildings and mixed-use buildings containing combinations of retail, office, and residential apartments.

For more information, please contact:

The Williamsport Main Street Office

570-320-4211

**Small Business Assistance:** To succeed, all businesses require both sufficient capital and knowledge to use it wisely. SBDC consultants help entrepreneurs develop the planning, management and financial skills necessary to make their business thrive. Our one-on-one management consulting emphasizes education and guidance in finding practical solutions to business problems. Consulting is confidential and provided at no charge.

For more information, please contact:

***Lock Haven University Small Business Development Center***  
***301 West Church Street Lock Haven, PA 17745***  
*Phone: 570-326-1971 Fax: 570-484-2588*

**SEDA Council of Governments** offers a variety of economic development programs including the following:

- Pennsylvania Industrial Development Authority (PIDA) loans
- Machinery & Equipment Loan Fund (MELF) Loans
- SBA 504 Loan Program
- PA Economic Development Financing Authority Tax Exempt Bond Program
- PA Department of Community & Economic Development Office of vocational Machinery and Equipment Grant Program. Revolving Loans to assist business expansion projects up to \$100,000.

For more information, please contact:

***SEDA-Council of Governments***  
***RR # 1, Box 372***  
***Lewisburg, PA 17837***  
***Phone: 570-524-4491 Fax: 570-524-9190***

## **Contact Information**

### **Utilities**

- |   |              |
|---|--------------|
| Water – Williamsport Water Authority - <a href="http://www.wmwa-wsa.org">www.wmwa-wsa.org</a> | 570-323-6148 |
| Gas – UGI Penn Natural Gas – <a href="http://www.ugipng.com">www.ugipng.com</a>               | 888-829-8611 |
| Electric – PPL Electric Utilities – <a href="http://www.pplweb.com">www.pplweb.com</a>        | 800-DIAL-PPL |
| Cable – Comcast TV and Internet – <a href="http://www.comcast.com">www.comcast.com</a>        | 800-266-2278 |
| Phone – Verizon – <a href="http://www.verizon.com">www.verizon.com</a>                        | 800-660-7111 |

## Realtor Information

### Commercial/Industrial Development:

Centura Development Company, Inc. Water Tower Square, Suite 102, 1000 Commerce Park Drive, Williamsport, PA 17701, Keith Eck – 570-326-2628

Hutchinson Realty Development, LLC. 333 Rose Street, Williamsport, PA 17701, George Hutchinson 570-326-5536

Keystone Business Ventures, Inc. 49 East Fourth Street, Suite 101, Williamsport, PA 17701, Bill Knoch – 570-322-3300

Mericle Commercial Real Estate Group, Inc. 25 W. Third Street, Suite 801, Williamsport, PA 17701, Doug Keiper – 570-323-1100

### Sales/Rentals:

Chris Wallace, ABR, CRS, Realtor, Prudential Hodrick Realty, 448 River Avenue, Williamsport, PA 17701, Chris Wallace – 570-321-7000

City Hall Ventures, LLC. 454 Pine Street, Williamsport, PA 17701, Christina Ertel – 570-337-2648

Coldwell Banker-Kimble Realty, 1544 East Third Street, Williamsport, PA 17701, Gerald Kimble – 570-327-1600

Confair Company, Inc. PO Box 995, Williamsport, PA 17701, J. Ralph Hoyt, Jr. 570-323-8228

Fish GMAC Real Estate, 1868 East Third Street, Williamsport, PA 17701, William Fish, 570-326-1561

Premier Real Estate, 25 West Third Street, Williamsport, PA 17701, Chris Pardee – 570-601-0774

RE/MAX West Branch, 1719 Four Mile Drive, Williamsport, PA 17701, Deborah Williams – 570-321-1010

Real Estate Excel, A Barger Realty Company, 1737 East Third Street, Williamsport, PA 17701, Connie Barger – 570-322-9100

Villager Realty, Inc. 1802 Loyalsock Drive, Williamsport, PA 17701, Beverly Attkisson – 570-321-9100

West Branch Valley Association of Realtors, 434 William Street, Williamsport, PA 17701, Jody Patt – 570-326-5465

### **Banking and Financial Institutions**

First National Bank, 120 West Fourth Street, Williamsport, PA 17701, 570-323-3000

PNC Bank, 137 West Fourth Street, Williamsport, PA 17701, 570-326-2411

Jersey Shore State Bank, 300 Market Street, Williamsport, PA 17701, 570-322-1111

Sovereign Bank, 33 West Third Street, Suite 6, Williamsport, PA 17701, 570-327-5069

Susquehanna Bank, 329 Pine Street, Williamsport, PA 17701, 570-326-2431

M & T Bank, 101 West Third Street, Williamsport, PA 17701, 570-326-2611

FNB Bank, 1732 East Third Street, Williamsport, PA 17701, 570-323-9433

Citizens and Northern Bank, 130 Court Street, Williamsport, PA 17701, 570-320-0100

Northwest Savings, 815 Westminster Drive, Williamsport, PA 17701, 570-321-1620

Woodlands Bank, 213 West Fourth Street, Williamsport, PA 17701, 570-321-1600

## Important City Contact Information:

### River Valley Transit

William E. Nichols, Jr.  
1500 West Third Street  
Williamsport, PA 17701  
Phone: (570) 326-2500  
[Click here to send an e-mail](#)

### Bureau of Fire & EMA

Chief C. Dean Heinbach  
440 Walnut Street  
Williamsport, PA 17701  
Phone: (570) 327-1602  
[Click here to send an e-mail](#)

### Bureau of Police

Chief Gregory Foresman  
245 West Fourth Street  
Williamsport, PA 17701  
Phone: (570) 327-7560  
[police@cityofwilliamsport.org](mailto:police@cityofwilliamsport.org)

### Bureau of Codes

Joe Girardi  
245 West Fourth Street  
Williamsport, PA 17701  
Phone: (570) 327-7517  
[codes@cityofwilliamsport.org](mailto:codes@cityofwilliamsport.org)

### Williamsport Parking Authority

Todd Wright  
144 West Third Street  
Williamsport, PA 17701  
Phone: (570) 323-6476  
[manager@parkwilliamsport.com](mailto:manager@parkwilliamsport.com)

### Community Development

John Grado  
245 West Fourth Street  
Williamsport, PA 17701  
Phone: (570) 327-7511  
[cddirector@cityofwilliamsport.org](mailto:cddirector@cityofwilliamsport.org)

### Streets & Parks

William C. Wright  
1550 West Third Street  
Williamsport, PA 17701  
Phone: (570) 326-4684  
[dirstreetsparks@cityofwilliamsport.org](mailto:dirstreetsparks@cityofwilliamsport.org)

### Department of Recreation

Steve Heinbach  
YMCA, 320 Elmira Street  
Williamsport, PA 17701  
Phone: (570) 323-7134  
[seniordirector@williamsportymca.org](mailto:seniordirector@williamsportymca.org)

### Office of the Mayor

Mayor Gabriel J. Campana  
245 West Fourth Street  
Williamsport, PA 17701  
Phone: (570) 327-7566  
[Click here to send an e-mail](#)

### City Clerk

Stephanie Mitchell  
245 West Fourth Street  
Williamsport, PA 17701  
Phone: (570) 327-7504  
[cityclerk@cityofwilliamsport.org](mailto:cityclerk@cityofwilliamsport.org)

**City Controller**

Margaret J. Woodring  
245 West Fourth Street  
Williamsport, PA 17701  
Phone: (570) 327-7503  
[controller@cityofwilliamsport.org](mailto:controller@cityofwilliamsport.org)

**City Treasurer**

Shirley Lord  
245 West Fourth Street  
Williamsport, PA 17701  
Phone: (570) 327-7520  
[treasurer@cityofwilliamsport.org](mailto:treasurer@cityofwilliamsport.org)

**Director of Administration**

William E. Nichols Jr.  
Finance & Personnel  
245 West Fourth Street  
Williamsport, PA 17701  
Phone: (570) 327-7570  
[info@rideRVT.com](mailto:info@rideRVT.com)

**Director of Media Relations**

Lorena Beniquez  
245 West Fourth Street  
Williamsport, PA 17701  
Phone: (570) 327-7580  
[econdev@cityofwilliamsport.org](mailto:econdev@cityofwilliamsport.org)

**Government Contact Information:**

Mayor's office – 570-327-7566

Lycoming County - 570-327-2200

Lycoming County Commissioners – 570-320-2124

State Representative Steven Capelli – 570-321-1270

State Senator Roger Madigan – 570-322-6457

U.S. Representative John Peterson – 814-238-1776

U.S. Senator Arlen Specter – 717-782-3951

U.S. Senator Robert Casey – 866-461-9159

## Williamsport - Building Permit FAQ

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### **What type of work requires a permit?**

#### **Answer:**

- The placement of any new or prefabricated structure on a property.
- Change(s) made to an electrical system, plumbing, heating, ventilating, or air-conditioning system(s).
- Residential or business changes that include but are not limited to; renovations, additions, fireplaces, wood burning stoves, fences, decks, and temporary/permanent swimming pools.

A permit application for new construction must be accompanied by elevation drawings and plot plans. For further information, contact the Building Official at the Bureau of Codes.

Listed below are some examples of work, which REQUIRE building permits to be obtained PRIOR to the start of any job: included but not limited to

#### **Work, which requires building permits**

- New roofs
- New replacement windows
- New gutters and downspouts, soffit and fascia
- New siding
- New "Public" sidewalks
- New front porch floors, enclosure of front porch
- Demolitions, interior and exterior
- New central air units (AC)
- New heating units

#### **Work, which requires a Master Plumber to perform**

- New hot water heaters
- New bathtub or showers
- New toilet or repairs requiring the toilet to be removed and then replaced
- Modifications to any water supply or sanitary drain lines

## **Work in which a Electrical Inspection is required after the work has been completed**

- New GFI receptacle/electrical outlets
- New electrical wiring or upgrading of service
- New panel box or changing from fuses to breakers
- Adding and modifying any branch circuit
- Installation of hard wired smoke detectors

## **Listed below are some examples of work that DOES NOT requires any type of permits:**

- New floor coverings, carpet linoleum
- New non-public sidewalks on the property
- Interior and exterior painting, UNLESS the property is located in the Historic District.

## **What is zoning, and why is it important?**

### **Answer:**

Zoning regulations pertain to the use of land and the position of a structure on that land.

- Example 1: A previously non-existing business may not be opened in an area zoned residential.
- Example 2: A new structure (fence, shed, car port) that is to be placed/built on the land must meet zoning requirements.

### *PLEASE NOTE:*

*Cases vary according to property history. Contact the Zoning Official at the Williamsport Bureau of Codes for specific questions.*

## **Why do I need a building permit?**

### **Answer:**

Permits assure safe construction to protect the health, safety and welfare of the public, and prevent zoning conflicts. The information provided with the application confirms that the contractor has registered within the city, appropriate building materials are being used, and zoning requirements have been met.

## **What is a building permit?**

### **Answer:**

A building permit is a license, which grants legal permission to begin construction of a building project. The application process ensures that the minimum standards of the building codes are met.

### *PLEASE NOTE:*

*If the property is located within the Historical District, a Historical Architectural Review Board (HARB) application for a Certificate of Appropriateness must be submitted before performing exterior alterations, repairs, improvements, demolitions or new construction.*

*Historical Architectural Review Board (HARB) applications can be found at the Bureau of Codes.*

## **What information is needed to apply for a permit?**

### **Answer:**

Applications for the permit(s) require submission of the name and contact information of the contractor, homeowner, the type of building materials, estimated cost of the job, and a site plan.

## **What is a site plan?**

### **Answer:**

A site plan is a sketch that illustrates the size of the lot and the existing structures. Include a sketch of the new or renovated structure and indicate the distance(s) to property lines.

## How much does a permit cost and when will I receive the permit?

### Answer:

- The permit cost is based on the estimated cost of the project.
- Most permits will be issued within 3-5 days.
- Large construction and building project permits may take longer than the standard issued permit.

Listed below are permit costs:

<b>Cost of Construction</b>	<b>Permit Fee</b>
\$ 0.00 – 999.99	\$ 25.00
\$ 1,000 – 1,499.99	\$ 30.00
\$ 1,500 – 2,499.99	\$ 35.00
\$ 2,500 – 4,999.99	\$ 50.00
\$ 5,000 – 9,999.99	\$ 100.00

Over \$10,000 – is \$100.00 plus for each additional \$1,000 is \$ 4.00.

After you have the total cost of the permit, add an additional \$ 4.00 for the Act 45 Fee.

## How will I receive the permit?

### Answer:

- The permit is mailed to the provided mailing address.
- The applicant may request to pick up the permit at the Bureau of Codes.

## **What does it mean that a contractor must “register” with the city?**

### **Answer:**

In order for a contractor or subcontractor to conduct business within the City of Williamsport, they must register yearly with the Bureau of Codes as a contractor. A contractor who has registered has provided proof of liability insurance and worker's compensation.

Applications are available at the Bureau of Codes office.  
There is an annual fee of \$50.00.

### *PLEASE NOTE:*

*Williamsport is a 3rd class City, and within 3rd class cities, ONLY a Master Plumber may perform ANY plumbing within the city (this includes minor plumbing repairs).*

*A third party Electrical Inspector that has been approved to perform the required inspection must inspect electrical work.*

*Contact the Bureau of Codes for the list of approved Electrical Inspectors.*

## **What codes are enforced in the City of Williamsport?**

### **Answer:**

Listed below are the Codes that the City of Williamsport has adopted. These are nationally published codes and copies of the Codebooks may be purchased at the Bureau of Codes.

- 2006 International Building, Plumbing, Mechanical, Residential, Fire, and Electrical Codes.
- 2006 International Property Maintenance Code.