

**Palmer Township Municipal Building
3 Weller Place, Palmer, PA 18045-1975
Telephone: 610-253-7191, Fax: 610-253-9957**

APPLICATION FOR BUSINESS PRIVILEGE LICENSE

The Palmer Township Code, Chapter 173.10, requires that all persons or entities doing business in Palmer Township file with the township, an application for a business privilege license in the amount of twenty-five dollars (\$25.00) for an initial license and a fee of twenty-five dollars (\$25.00) for each renewal thereafter. Where a business is conducted in more than one location, a separate license shall be issued and separate fees paid for each place of business. THE LICENSE SHALL BE CONSPICUOUSLY POSTED IN THE PLACE OF BUSINESS for the license year.

PLEASE PRINT INFORMATION BELOW

EIN #: _____

Business Name: _____ Business Phone No.: (____)____ - _____

Business (or Rental) Address: _____ Business Fax No.: (____)____ - _____

_____ Business Email: _____@_____

City: _____ State: _____ Zip: _____ Business Contact No.: (____)____ - _____

Business Contact Name: _____ Business Email: _____@_____

Type of Business Conducted: _____

Date Started in Palmer Township: _____ Number of Employees (excluding self): _____

Location of Business to be Conducted: _____

Owner Name: _____ Owner Phone No.: (____)____ - _____

Owner Address: _____ Owner Fax No.: (____)____ - _____

_____ Owner Email: _____@_____

City: _____ State: _____ Zip: _____

Address to Mail all Correspondence: _____

City: _____ State: _____ Zip: _____

I avow that this return is made in good faith, and to the best of my knowledge, all the information herein is true and correct.

Signature: _____ Date: _____

Title: _____

PAYMENT – THIS LICENSE FEE IS DUE AND PAYABLE AT THE TIME OF THE APPLICATION SUBMISSION AND BEFORE JANUARY 1ST OF EACH RENEWAL YEAR.

CONTRACTORS AND HOME SERVICE COMPANIES – AS PER PENNSYLVANIA LAW, PROOF OF WORKERS' COMPENSATION INSURANCE MUST BE PRESENTED TO THE PALMER TOWNSHIP CODE AND BUILDING DEPARTMENT.

Light Home/No Impact Occupation

Please read and fill in this application for a light home/no impact business. **Your signature will verify that you have read this notice and that you will conform to its contents, and that you understand that you will need to apply for a zoning hearing to operate in any other fashion out of your residence. You must procure a Palmer Township Business License to operate your business.**

1. The business only involves persons who are permanent residents of the home. *No other employees coming to or staging at the premises.*
2. Clearly involves the vast majority of interactions with clients occurring away from the home.
3. The business use involves only office type administration work and may take up a maximum of 25% of the total floor space of the dwelling, *with no onsite equipment or material storage.*
4. Does not involve any industrial type of operation except for custom craft or sewing, and no special delivery of goods or merchandise other than by normal delivery services such as U.S. Mail, UPS, FEDEX, etc. (no tractor trailers).
5. There will be no signage or advertising of any type on or near your residence. (including advertising on any vehicle attached to the business)
6. There will be no wholesale or retail sales on the premises.
7. There will be no trucks or other vehicles parked on the premises connected with this business other than personal vehicles as per regulations.

THE BASIS FOR A LIGHT HOME OCCUPATION APPROVAL IS THAT THERE IS NO OUTSIDE EVIDENCE THAT A HOME OCCUPATION EXISTS AND THE BUSINESS IS ADMINISTRATIVE ONLY. **FAILURE TO ADHERE TO THESE GUIDELINES IS A VIOLATION OF TOWNSHIP CODES PUNISHABLE BY REVOCATION OF LICENSES AND FINES OF UP TO \$500 PER DAY.**

My home will be used as an office for (type of business below)

Type of business _____

Full Name (printed) _____

Home Address _____

Home Telephone Number _____

SIGNATURE _____

DATE _____

Return to:
James Raudenbush, Zoning Officer
3 Weller Place
Palmer, PA 18045