

# BUSINESS CHECKLIST



New business to Conshohocken or looking to invest and expand in the community? Let the Borough of Conshohocken guide you through your endeavor.

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## BUSINESS NAME AND STRUCTURE

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- Check & register your business name (See Additional Resources, Page 8 with-in the Conshohocken Business Brochure for information)
- PA Department of Community & Economic Development: <https://dced.pa.gov/wslh/>

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## CONFIRM PROPERTY LOCATION

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- Contact the Borough of Conshohocken for assistance at ph. 610.828.1092.

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## WELCOME BUSINESS MEETING

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- Contact the Borough of Conshohocken Office of the Borough Manager to schedule your welcome meeting at ph. 610.828.1092

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## LAND DEVELOPMENT AND USE (NEW CONSTRUCTION)

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- Land Development checklist will be provided at welcome meeting with Borough Manager.
- Contact the Office of the Borough Manager at ph. 610.828.1092

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## ZONING

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- Contact the Borough Zoning Officer to confirm property zoning district
- Determine additional zoning concerns (if applicable) – such as;
  - Signage
  - Parking Requirements
  - Dimensional Requirements
- Request to have a Zoning Variance/Special Exception/Conditional Use (if applicable)
  - Zoning Variance/Special Exception will be required if the desired property is outside the scope of zoning district/code.
- Contact the Borough of Conshohocken for assistance at ph. 610.828.1092.
- Visit our website for additional zoning information at <http://www.conshohockenpa.gov/community-services/zoning-community-development.aspx>
- View our Zoning codes through our E-Code system: <https://ecode360.com/14317188>

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## LICENSES & INSPECTIONS

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- Apply for Use & Occupancy Certificate
- Apply for Permits/Zoning Permits - if any construction, alterations, repair, removal or demolition are contemplated to the interior or exterior of an existing building, a building permit will be required.
- Schedule Inspections – License & Inspections will conduct inspections before, during and after the term of construction. Call the Borough Administration office to schedule your inspections.
- License and Inspections will determine if sprinkler protection systems will be required.
- Final Inspection & issuance Use and Occupancy Certificate (Borough) and/or Certificate of Occupancy (State) – will be issued upon completion of all work, final inspection and approval from the Executive Director of Operations/BCO.
- Contact the Borough of Conshohocken for assistance at ph. 610.828.1092.
- Visit our website for permit applications at <http://www.conshohockenpa.gov/citizen-resources/documents,-forms-permits.aspx>

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## BUSINESS LICENSE & REGISTERING YOUR BUSINESS

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- Visit the below websites to view the laws, licenses and regulations you'll need to get started from a State and County Level.
- Pennsylvania = <https://dced.pa.gov/wslh/>
- Montgomery County = [www.montcopa.org](http://www.montcopa.org)

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## TAXES, EMPLOYER OBLIGATIONS, EIN AND BANK ACCOUNT

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- Determine what local, state and federal taxes your business will need to pay, register for or collect, such as sales tax (Borough of Conshohocken has three (3) tax collectors (contact information for the below tax collectors can be found at <http://www.conshohockenpa.gov/information/taxes.aspx>
  - Real Estate Taxes (Property, School & County) = Dom Coccia
  - Local Earned Income Taxes = Berkheimer Associates
  - Business Privilege & Mercantile Local Services Taxes = Tri-State Financial Group
- If your business will employ one or more people, complete local, state and federal employer obligations, including employment taxes, withholdings and contributions, such as unemployment compensation and social security.
- Obtain your EIN number
- Open a bank account

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## FEES

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- All permits will require a fee
- The Borough Fee Schedule can be found at <http://www.conshohockenpa.gov/information/fee-schedule.aspx>