



BOROUGH OF POTTSTOWN

Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525
(610) 970-6520 (610) 970-6599 fax

Guide for Opening/Relocating a Business in Pottstown

Step 1. Submit a Zoning Review and Permitted Use Application

Use the information you have gathered on the next page to complete the *Zoning Review and Permitted Use Application*. Submit it with the required sketch(s) and fee to the Borough of Pottstown's Licensing and Inspections Department.

At this time, you should also consult with a registered design professional to discuss change of use, tenant-fit out, and any plan and permit requirements. Any renovations and physical changes will require that you engage with a design professional to prepare signed and sealed drawings of the project.

Request an On Site Visit (Optional)

Upon submission of a *Zoning Review and Permitted Use Application*, as a courtesy to you and upon request, our Licensing and Inspection team can meet with you on site to do a walkthrough. This will **NOT** be an official inspection; rather, it gives us a chance to hear about your vision, see the space, and discuss your concerns. We will discuss what you might expect should the space need renovations, fire alarms, sprinkler requirements, accessibility concerns, etc

Step 2. Zoning Review

Your application will be reviewed by the zoning officer and a zoning letter will be sent to you. The goal is to complete the review and issue the zoning letter within two weeks. If more information is needed to issue a determination, you will be notified.

- **Does your Use require Zoning Relief?**

If your use is not permitted or if other requirements cannot be met, zoning relief would be required. An application will be provided to you. Complete the application and submit with the required fee.

- **Approval**

Once you have gained zoning approval, your use is considered permitted. This is the time to decide upon signing of a lease, to purchase the property, etc.

Step 3. Apply for Building Permits

Please refer to the *Borough of Pottstown Permitting Checklist* to aid you through this process.

Step 4. Schedule Commercial Occupancy Inspection and Pay Fees

Prior to opening for business, submit a *Commercial Occupancy Inspection Application* with the fee and then schedule an inspection with the Borough of Pottstown's Licensing and Inspection Department. This is to ensure the building meets health and safety regulations.

Step 5. Open for Business

Once the commercial occupancy inspection and all other permit inspections have passed, you must obtain an annual Borough of Pottstown Business License; then you may open for business!

- **Signs will require permits. Please do not install any window, wall, or other signage until you have secured a permit.**

Questions Before Operating a Business in Pottstown

When you are touring different spaces in the Borough of Pottstown, please take a few moments to think about how your business will work in town.

This form has been created to assist you prior to purchasing or leasing a site for your proposed business. This worksheet is not all encompassing, you may need to gather other additional information as all businesses and uses are unique! Before you purchase or lease your building you will need to gather information to complete the **Zoning Review and Permitted Use Application**.

About Your Business:

What type of business do you want to open? _____

What activities are expected in your building? Are there any production processes taking place? _____

What products and equipment will be used/sold by your business? _____

How many employees will you have? _____

What are the days and hours of operation for your proposed business? _____

Will there be deliveries, if so what size of vehicles will be used? _____

About the Building:

What is the total square footage of the building and of the unit you want to lease/buy? _____

What changes to the building will be needed to operate your business? _____

Is the building/unit currently vacant? _____

How many units exist in the building and what are their uses? (office, deli, retail, residential, etc.) _____

What was the previous use of the building/unit? _____

Does the building have a fire sprinkler system, fire alarm system, or fire suppression system?

Where is the location of the trash receptacle? _____

*The Borough Code of Ordinances can be found on the main page of our webpage at www.pottstown.org.
If you have any questions, please contact the Zoning Officer at 610-970-6500 ext. 6414.*



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Zoning Review and Permitted Use Application

This application is necessary whether relocating a business, expanding, or considering a new business venture. It is also necessary prior to converting commercial uses to residential uses and vice versa, merging uses, adding uses, etc.

The more precise and accurate the information provided, the better the Zoning Officer can assist you through this process. The questions on this form may not be all inclusive due to the diverse nature of properties within the Borough.

- A \$50 zoning review fee, in the form of a check, must be submitted along with this form. Fees are non-refundable.
- This fee and determination are specifically limited to 909.1(a)(2) of the Pennsylvania Municipalities Planning Code.
- Public Property Records can be found on-line @ propertyrecords.montcopa.org
- The Zoning Ordinance and maps are available online @ www.pottstown.org

THE FOLLOWING INFORMATION IS REQUIRED:

1. **Property Address** _____ **Unit#** _____
Parcel # _____ **Zoning District** _____

2. **Floor Plan and Land Sketch:**

Provide a sketch on 8 1/2 x 11" paper (or larger) clearly showing the following (use more than 1 sheet if necessary.) Sketches may be 'hand-drawn,' but must be clear, concise, legible, to approximate scale, and of such size to enable all information to be clearly shown.

Buildings and Land:

- A. The general layout of each floor of the building.
 - i. Label each area (Example: residential, commercial, basement, etc.)
- B. Include all other buildings/dwellings, parking spaces, trash location, etc. on the parcel
- C. Specific to your unit and use: Show the square footage of each room/area and the overall square footage of the unit.
 - i. Show placement and include dimensions of the following:

1. All exits and door sizes	2. Exit signs	3. Emergency lighting
4. Dimensions and location of partitions, counters, display units, shelving/racks	5. When applicable show fixed tables, chairs, booths, and dressing rooms	6. Fire extinguisher placement
7. On-site parking spaces	8. Location of trash receptacle	

3. Property information – EXISTING:

Historic Zone: Yes No Is this a property ownership change? Yes No
 Is the proposed unit vacant? Yes No Number of off-street parking spaces: _____
 Residential: # of Units _____ Commercial: # of Total Units in Building _____
 Does the building have a fire sprinkler, fire alarm, or fire suppression system? Yes No If yes, provide details: _____

4. In the chart below, list all existing uses **CURRENTLY** in the building and on the property, i.e. doctor office, restaurant, grocery store, retail, warehouse/storage, residential units, etc. (Use separate sheet of paper if necessary.)

<u>Unit Number and Use (Specify if Commercial [C] or Residential [R])</u>	<u>Total Square Footage of Unit</u>	<u>Enter primary function of previous business/use</u>

RELOCATING, EXPANDING, OR CONSIDERING A NEW BUSINESS VENTURE:

5. Your Proposed use:

- A. Name of new business: _____
- B. Website address if applicable: _____
- C. What is the primary function of your business? _____
- D. List all required professional licensing: _____
- E. Provide details on products to be sold, equipment and/or processes to be used: _____

- F. Will there be any noise, lighting, odors, etc? Yes No If yes, explain: _____

- G. Will there be any outside storage? Yes No If yes, show on sketch
- H. Number of employees _____ Number of clients _____ Days of operation _____
- I. Hours of operation _____ How many deliveries per week? _____
- J. What are the proposed hours for deliveries or pick-up; if any _____
- K. Do you plan for any type of construction/renovation? Yes No If yes, list _____
- L. If child-care/adult care/other living use:
 - a. Number of clients/residents _____
 - b. Drop off locations, playground information, and any other “requirements” should be included on the sketch.

REQUEST FOR CONVERSION OF COMMERCIAL TO RESIDENTIAL OR VICE VERSA:

6. Along with a sketch showing the current lay out of the building (item #2), provide a secondary sketch showing the PROPOSED changes to include **NEW** square footage, parking areas, etc.

- Change from Commercial to Residential Change from Residential to Commercial
- Other, explain _____

What is square footage of the ground floor of the principal building? _____

How many stories does this building have? _____

How many total units AFTER the conversion? Residential _____ Commercial _____

7. Applicant Name _____ Applicant Phone Number _____

Applicant Address _____

Applicant Email _____

Applicant Signature _____ Date _____

Applicant is: Business owner Other _____

8. Property Owner Name: _____

Contact Name (if different) _____ Contact Phone Number _____

Contact Address _____

Contact Email _____

- **Your proposed use must meet all state & federal requirements and licenses.**
- **After zoning approval, inspections are required for all commercial spaces.**
- **After approval, permits may be required for Change of Use, Building, Fire, etc.**
- **A Business License must then be obtained from our office.**

Office Use	
Inspection/Site Visit <input type="checkbox"/> Yes , Date _____ <input type="checkbox"/> No PT requirements satisfied? _____	
Notes: _____	

Zoning Officer _____	Date _____