

UPPER DARBY TOWNSHIP
NEW BUSINESS REQUIREMENTS

All persons that are starting up a new business in Upper Darby Township must complete the following tasks before commencing their business.

- Apply for use & occupancy certificates from the Department of Licenses & Inspection, Rm. 109 (phone #: 610-734-7613) or go to Applications & Fees. (Fees are \$50.00 for the Use and \$50.00 for the Occupancy).
- Apply for the proper building permits when performing additions or renovations from the Department of Licenses & Inspection.

Applicant must be aware that both the Department of Licenses & Inspection and the Fire Department (phone #:610-734-7673) will review plans for compliance. State L&I may also have to approve plans.

- Apply for the proper sign permits when replacing or installing new signage from the Department of Licenses & Inspection. Permits are also required for face changes of signs.
- Apply for the proper business license from the Finance Department, Rm. 103 (phone #:610-734-7618).
- Apply for a food license when the business sells or prepares food from the Department of Health, Rm. 306 (phone #:610-734-7640). Food license application must include a detailed floor plan.
- Apply for a housing license when the business is a rental unit from the Department of Health.

All applications will be reviewed by all applicable Township departments. If they comply with all applicable ordinances, the proper license, certificate and/or permit will be issued.

It is the applicant's responsibility to notify the Township and make the premises available for inspection.

Please allow for plenty of time between the time of application and the time of opening of the business.

A couple of days notice for inspection is not enough time for the Township to perform all required inspections.

The Department of Licenses & Inspection and the Fire Department will inspect all new businesses that open in the Township. In addition to these inspections, the Health Department will inspect all businesses that sell or prepare food. **The applicant cannot occupy the business until all inspections have been made and an occupancy certificate is issued.**

It is the commercial properties responsibility to haul all trash from the property. The Township also requires commercial establishments to recycle high grade office paper, aluminum, and corrugated paper. Recyclable materials shall be collected in accordance with a schedule established by the private hauler/commercial establishment provided that such recyclables shall be collected no less than once per month. Glass and used motor oil are recycled on a voluntary basis and can be dropped off at certain sites throughout the Township. Contact the Public Works Department at 610-734-7713 for further information.