

SOUTH WHITEHALL TOWNSHIP BUSINESS PRIVILEGE APPLICATION

Are you: Changing an existing account (OR) Registering a new business EFFECTIVE DATE MM/DD/YYYY

GENERAL INSTRUCTIONS: Please complete all sections of the application, answering all questions in full. *All registrants must complete Section C.* Mail completed form to: South Whitehall Township, Attn: Finance Department, 4444 Walbert Ave, Allentown, PA 18104. Any questions, please call 610-398-0401. A license fee of **\$35.00** per year must accompany the Business Privilege Application. *Example: If your business started in the Township in the previous year, you will be required to pay the license fee for both the previous and current year i.e., \$70.00).*

Section A: This section must be completed for an Incorporated business or by persons who are Self-Employed and by each Partner of an unincorporated business. Additional copies of this form are available upon request, and on-line at: **www.southwhitehall.com**

Business Name (DBA) or Landlord Name		Federal EIN Number			
Corporate Name		Business Web Address			
Sole Proprietor or Partner Name		Social Security Number			
Business or Rental Property Address (No P.O. Box)		City	State	Zip	Business Phone
Mailing Address for ALL Business- Related Forms	Contact Person		E-mail Address		
	Street or PO Box		City	State	Zip
Indicate Type of Entity: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Rental Property/Landlord <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC		Business Classification: <input type="checkbox"/> Service <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Rental/Landlord <input type="checkbox"/> Manufacturing			
		Nature of Business: (provide a detailed description)			

LIST PRINCIPAL OWNERS, PARTNERS OR OFFICERS

Name & Title	Home Address	Social Security No.	Home Phone

Date business incorporated: _____ State of Incorporation: _____

Will you have employees: Yes No If yes, how many: _____

LIST ANY OTHER BUSINESS YOU OWN IN SOUTH WHITEHALL TOWNSHIP

Business Name	Township Account #

Section B: This section **MUST BE** completed for **ALL** businesses operating in South Whitehall Township

Tax Preparer Information	Name: _____		Telephone No. _____		
	Address: _____		City: _____	State: _____	Zip: _____
Principle Bank Information	Name: _____		Telephone No. _____		
	Address: _____		City: _____	State: _____	Zip: _____

Section C: This section **MUST BE** reviewed, and **ALL** statements **MUST** be initialed as understood by the applicant.

Initials

- I am required to renew my Business Privilege License and file a Business Privilege Tax return by April 30 every year. I am responsible for communicating contact information changes to the Township. The Township cannot guarantee delivery of mail.
- The purpose of this application is for a business owner to obtain a license for the privilege of transacting business in South Whitehall Township. Issuance of a Business Privilege License does not confer approval for any other permit that may be required by the Township or any other governmental agency having regulatory powers over my business.
- Zoning, building, electrical, plumbing and/or fire code permits, etc. must be obtained, as necessary, by separate permit applications.

Signature	Title	Date
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For Office Use Only:

Business Account #	Processed By:	Date:
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Zoning Questionnaire

If you currently occupy or are proposing to occupy a location anywhere within South Whitehall Township, whether permanently or temporarily, you **MUST FIRST** obtain Zoning approval on a separate Zoning Permit application. Please check one of the following:

- I am now, or propose to be, the occupant of a building, structure, tent, trailer, or tenant space within South Whitehall Township. If checked in the affirmative, you **MUST** complete the questionnaire below and file a Zoning application or provide the approved permit number here _____.
- I will NOT be the occupant of a building, tent, structure, trailer, or tenant space in South Whitehall Township to conduct my business activity within the boundaries of the Township. If so, do not complete this questionnaire.

1. Do you currently, or propose to, operate your business from your home located in South Whitehall Township?

YES NO

If yes, have you already obtained a no impact, home based zoning permit? Unsure? Please contact the Permit office at (610)398-0401. If YES, list the permit number here _____.

2. What was the NAME of the previous business that occupied the same South Whitehall Township location that you are looking to occupy? Also, list the TYPE of business that WAS located there before you. If it is NEW space, or a CHANGE OF USE from the previous business, a Zoning application is required.

3. Please estimate the following:

Maximum number of employees on the occupied site at any one time: _____

Maximum number of customers on the occupied site at any one time: _____

Maximum number of parking spaces you might need: _____

4. Do you plan to use any signs or other objects such as fences or sheds? This may require an additional permit. Please explain:

The Zoning questionnaire does not qualify as a zoning permit application but is intended for internal use only. Zoning permit applications are available on-line at www.southwhitehall.com or at the municipal building Permit Office, 4444 Walbert Avenue, Allentown, PA 18104.

Personal Care Homes – Emergency Preparedness

Additional information will be required per Section 107(a-d) of the Regulatory Compliance Guide for Personal Care Homes if the nature of your business is to provide (WHAT EXACTLY) at a location with the Township.

Please check one of the following:

Is this a Personal Care Home as defined in 55 Pa. Code Chapter 2600? YES NO

If you answered YES to the above question, have the written emergency procedures (2600.107(b)) been shared with Township Management officials? YES NO

If you have not provided the written emergency procedures to the Township, please contact John Frantz, Fire Marshal at frantzj@southwhitehall.com or Tom Petrucci, Township Manager at petruccit@southwhitehall.com or call them at the Township office ** 610-398-0401