

Borough of Penbrook



150 South 28th Street Penbrook, PA 17103

Telephone 717-232-3733 Fax 717-233-8589

Business Privilege License Application for Year 20____ \$20.00 Fee – Make Checks Payable to: Borough of Penbrook

Note: All of the following information is REQUIRED. Incomplete applications will be rejected.

Owner's Name: _____
Please PRINT Legibly

Owner's Legal Residence: _____
Street Address (P. O. Boxes will not be accepted.)

City: _____ State: _____ ZIP Code: _____

Phone: _____ Cell Phone: _____

Email: _____

BUSINESS or LANDLORD DATA

Business or Landlord Name: _____
Please PRINT Legibly

Business or Rental Address: _____
Street Address (P. O. Boxes will not be accepted.)

City: PENBROOK State: PA ZIP Code: _____

Phone: _____ Email: _____

Employer Identification Number (Tax ID Number): _____ - _____

Type of Business: Retail or Service Rental Wholesale or Warehouse
(See Back)

Certification: I declare, under penalty of perjury, that this application is for the above described business, made in good faith and that all information contained herein is true and correct and not made for any purpose of evasion or deception. I have read all the information on the reverse side of this form.

Owner Signature: _____ Date: ____/____/20____

Owner Name: _____ (Must Match Signature)
Please PRINT Legibly

FOR OFFICIAL USE ONLY

ID #: _____ # OF RENTAL UNITS: _____ LICENSE SENT ON: ____/____/20____

LANDLORDS – SEE REVERSE

COMMERCIAL LANDLORDS – PROVIDE THE FOLLOWING INFORMATION ABOUT ALL COMMERCIAL; RETAIL; WHOLESALE; WAREHOUSE; OR OTHER BUSINESS BEING CONDUCTED ON YOUR PROPERTY:

Owner of Business (Tenant name): _____
Name of Business: _____
Business Address: _____
Business Telephone: (_____) _____ - _____ Email Address: _____

Owner of Business (Tenant name): _____
Name of Business: _____
Business Address: _____
Business Telephone: (_____) _____ - _____ Email Address: _____

**APPLICATION FOR A BUSINESS PRIVILEGE LICENSE
THE BUSINESS PRIVILEGE LICENSE FEE IS DUE AT THE TIME OF APPLICATION**

Borough Code Chapter 238 requires every person desiring to conduct or continue to conduct any business within the Borough of Penbrook to apply for and receive from the Borough Secretary an application for a Business Privilege license and shall pay a fee of **\$20.00** for the initial license and shall pay a fee of \$20.00 for each renewal thereof. In cases where more than one business is conducted by the same individual, partnership or corporation, a separate license shall be issued for each business and each place of business.

THE LICENSE SHALL BE CONSPICUOUSLY POSTED IN THE PLACE OF BUSINESS FOR WHICH THE LICENSE IS ISSUED. NO BUSINESS SHALL BE CONDUCTED IN THE BOROUGH OF PENBROOK WITHOUT A LICENSE.

Persons desiring to conduct or continue to conduct any business not subject to the Business Privilege Tax as defined in the above ordinance (Banks, Utilities, Cooperatives, etc.) shall file with the Borough Secretary an application for a Business Privilege License and shall pay a fee of \$100.00 for the initial license and shall pay the same for each renewal thereof.

The term "Business" means any activity carried on or exercised for gain or profit in the Borough of Penbrook, but not limited to, the sale of merchandise or other tangible personalty, or the performance of services or rental property. The tax shall apply to wholesale, warehouse as well as retail businesses. Rental properties are not taxed but must obtain a license for the business. The tax rate is one mill on the Gross Volume of Business. The maximum tax is \$1,000.00. No tax shall be paid on any Gross Volume of Business under \$10,000.00. The term Gross Volume of Business means the total volume of business not gross profit. All businesses subject to the tax shall be required to annually submit the reporting form, whether or not a tax is due. The issuance of a Business Privilege License does not relieve the licensee from the obligation to comply with all other Borough laws and regulations. The application for a Business Privilege License is separate and distinct from the payment of the Business Privilege Tax. The reporting form for the tax will be mailed to you in March. If you have questions, please on the reverse.

EACH BUSINESS MUST APPLY FOR A LICENSE BY JANUARY 10TH OF EACH CALENDAR YEAR. EACH LICENSEE WILL RECEIVE A STAMPED LICENSE INDICATING THE LICENSE YEAR AND CONTAINING THE SIGNATURE OF A TAX COLLECTOR UPON RECEIPT OF THE APPLICATION AND THE \$20.00 FEE. MAKE CHECKS PAYABLE TO: BOROUGH OF PENBROOK.