

MILLBOURNE BOROUGH NEW BUSINESS REQUIREMENTS

All persons that are starting a new business in the Borough of Millbourne are required to complete the following before opening their business.

Apply for Use and Occupancy certificates from the Millbourne Borough Code Enforcement Department (610-352-9080). Use and Occupancy Fees are \$50.00 per unit.

Apply for the proper building permits when performing additions or renovations from the Millbourne Borough Code Enforcement Department.

Applicants must be aware that the Millbourne Borough Code Enforcement and the Fire Marshall's office will review plans for Borough compliance

Apply for the proper sign permits when replacing or installing new signage from the Millbourne Borough Code Enforcement Department. Permits are also required for face changes of signs.

Apply for the proper business license from Millbourne Borough

Apply for food license when the business sells or prepares food from the Millbourne Borough Health Department (610-352-9080). Food license Application must include a detailed floor plan.

Apply for a housing license when the business is a rental unit from the Millbourne Borough Code Enforcement Department.

All applications will be reviewed by the appropriate 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 Borough of Millbourne 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 Borough to perform all required inspections.

The Millbourne Borough Code Enforcement Department and the Fire Marshall's Office will inspect all new businesses that open in the Borough. 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.