

# OPENING A BUSINESS IN RED LION BOROUGH

So, you want to open a business in Red Lion Borough?  
Here is some helpful information to get you started.

**Zoning:** What kind of business is it and where is it allowed in the Borough?

A zoning ordinance book and map is available for free on our website under Departments & Services/Codes Enforcement & Zoning/Ordinances, or you can purchase one at our office for \$20.00.

Still confused? Call our Zoning and Codes Enforcement Officer at 717-244-3475 or visit our "Contact Us" page to send an email.

**Certificate of Occupancy:** No matter what the owner or landlord tells you, check with the property owner to make sure the building has a Certificate of Occupancy for the use group your business would be in.

**Use Group:** Contact our Zoning and Codes Enforcement Officer to see which use group your business would fall under.

If a determination cannot be made, our Uniform Construction Code Agency will help.

What changes may need to be made to the building to obtain the Certificate of Occupancy if needed?  
The Uniform Construction Code regulates occupancy. All changes to a building for commercial purposes will require a Commercial Building Permit and may also require drawings signed by a design professional. You can download and print a Commercial Building Permit through our website under Forms & Publications/Borough Forms & Publications/Zoning & Building Permits and Publications.

Consider a building code consultation to determine what compliance may be needed **BEFORE** signing a lease or purchase agreement.

The cost is less expensive than getting stuck with a lease or real estate that you cannot afford to bring into compliance.

**What about a sign?** Signs are allowed to be a certain size in different zones. Some signs may require a Commercial Building Permit and drawings signed by a design professional.

If you plan to erect a sign, fill out a Sign Permit Application which is available on our website under Forms & Publications/Borough Forms & Publications/Zoning & Building Permits and Publications. Check the zoning ordinance or ask the zoning officer about your plans.

**Parking:** Some zones will require parking to be provided.

Check the zoning ordinance or ask the zoning officer about your plans.

If you are ready to proceed, fill out a Certificate of Use application which is available on our website under Forms & Publications/Borough Forms & Publications/Zoning & Building Permits and Publications at a cost of \$25.00. If you need a Certificate of Occupancy, fill out a Commercial Building Permit application and bring plans with you to our office. Costs for this will be determined by a third party agency.

Once zoning, use and occupancy are determined and approved, **YOU ARE IN BUSINESS!**