

## **DOING BUSINESS IN NORRISTOWN**

Doing business with Norristown could never be easier. Whatever you propose to do, whether it is starting a business, building a garage or any new construction, the following steps will guide you through this quick and effortless process.

1. Obtain a blank Use Registration form from the Planning Department. They can be reached at 610-270-0450.
2. Fill and return the form to the Planning Department.
3. The Planning Department will respond by law within thirty (30) days.

The response from the Planning Department will state exactly what your next steps will be. For your convenience, a sample step-by-step outline appears below:

To start a new business, build garages or any other activity in which an appeal to the Zoning Hearing Board is not required:

1. Obtain a blank Use Registration form from the Planning Department. They can be reached at 610-270-0450.
2. Fill and return the form to the Planning Department
3. Contact the Code Enforcement Department at 610-270-0442 for any permits or inspections needed.
4. For businesses only, contact Berkheimer and Associates, at the following website: <http://www.hab-inc.com/company/forms.htm>, to obtain licenses.

To open a new business, erect sheds, or any other activity in which an appeal to the Zoning Hearing Board is required:

1. Obtain a blank Use Registration form from the Planning Department. They can be reached at 610-270-0450.
2. Fill and return the form to the Planning Department. The response will include an application to the Zoning Hearing Board.
3. Complete the included Zoning Hearing Board Application and return it with the nonrefundable fee to the Planning Department.
4. Make it a point to appear before the Zoning Hearing Board on the scheduled date.

For any new construction, please contact the Planning Department at 610-270-0450

### ***FOR FURTHER INFORMATION PLEASE CONTACT:***

A. Gabriela Ibarra  
Norristown Business Development Coordinator  
266 East Main Street, Suite 3  
Norristown, PA 19401  
(610) 277-2641 Email: [gibarra@norristown.org](mailto:gibarra@norristown.org)