



31 West Summit Street
Souderton, Pa 18964
Telephone: (215) 723-4371
Facsimile: (215)-723-5569

www.soudertonborough.org

RE: Commercial Registration and Inspection

Dear Business Owner:

Souderton Borough adopted Ordinance No.647 on October 4, 2004, that requires all business owners to report any business being conducted within the borough. Information regarding the type of business conducted, hours of operation, and contact information, in case of emergency, and property manager's contact information, is required to be filed with the Borough Code Enforcement Office.

Each business owner is responsible for registering this information with the borough and for obtaining a Commercial Business License showing registration with the borough at a cost of \$75.00. This license will be renewed every three years with the same required inspection and fee. Please complete and return the application form to our office, located at 31 West Summit Street, Souderton.

Once the completed application and inspection fee of \$75 are received and the business has taken occupancy, the Fire/Safety Inspection will be scheduled. Upon passing the inspection, a Commercial Business License will then be issued showing compliance with Fire Codes. Registration and inspection of all commercial business properties is required once every three years.

Please feel free to contact Souderton Borough's Code Enforcement Officer at 215-723-4371 between 8:30 am and 4:00 pm or by email at steve@soudertonborough.org if you should have any questions.

Your cooperation in this program is greatly appreciated and is vital in keeping Souderton Borough a safe place to live and work.

Steven J. Toy
Code Enforcement Officer
SOUDERTON BOROUGH