



2024

RE: Commercial Registration and Inspection

Dear Business Owner:

Souderton Borough Council adopted Ordinance No.647 on October 4, 2004, requiring all business owners to report any and all business conducted within its borders. Information regarding business name, business owner's name, the type of business conducted, hours of operation, and emergency contact information, as well as your property owner's current contact information, are required when registering your business with Souderton Borough's Code Enforcement Office.

Each business owner is responsible for registering this information with the Borough and for obtaining a Commercial Business License verifying registration. This license will be renewed every three years with the same required inspection and fee of \$75.00. Please complete and return the application form to our office, located at 31 West Summit Street, Souderton, Pa 18964.

Once the completed application and inspection payment are returned, and the business has taken occupancy, call Souderton Borough Municipal Office at the number below to schedule the required Fire/Safety Inspection. Note, this inspection may only be performed after the business has relocated to the property. After passing the inspection, will your Commercial Business License be issued, thus confirming adherence to Fire/Safety Code.

Should you have any questions, you may contact Souderton Borough Office to speak with the Code Enforcement Officer between the hours of 8:30am and 4:00pm or by email at steve@soudertonborough.org or allace@soudertonborough.org .

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