



*Beaver Borough
Pennsylvania*

New Business Welcome Packet

For more information, visit our website at
beaverpa.us or call our Borough office at 724-773-6700
469 Third Street, Beaver, PA 15009



BOROUGH OF BEAVER

FOUNDED 1802

National Register of Historic Places ~ Tree City USA

469 THIRD STREET, BEAVER, PENNSYLVANIA 15009
724-773-6700 - 724-773-6711 (FAX) ~ visit us at www.beaverpa.us

Welcome to Beaver!

We would like to welcome you as a new business owner in the town of Beaver. We love seeing new residents and businesses move in and would love to help make your transition smooth. Our hope is that you would enjoy operating a business in a town as much as we love living here.

In this packet you will find some important phone numbers, general information, available services, and resources that we hope will be beneficial to you.

- Beaver Community Profile
- Utilities
- Beaver Area Chamber of Commerce
- Business Licenses & Permits
- Commercial Tenant Permit
- Exterior Amenities Permit
- Business Privilege Tax (Berkheimer Tax FAQ)
- Beaver Life Magazine
- To Do List & Contacts

As you settle into beautiful Beaver, please don't hesitate to utilize the resources available to you. Please feel free to call us at Beaver Borough with any questions you may have. You can also access our webpage at beaverpa.us. As you explore your new business community, make sure to meet your neighbors who may have great advice. Again, welcome to Beaver, we look forward to seeing you in town!

Beaver Borough

Contacts

Building/Zoning Permits

Beaver Borough

724-773-6700

Local Police (non emergency)

Beaver Police Department

724-773-6700 x101

Water/Sewage

Beaver Municipal Authority

724-773-6700 x201

Business Privilege Tax

Berkheimer

610-599-3140

Tax Collector

Janet Shute

724-774-1686

Electric

Duquesne Light

412-393-7100

Recycle (Currently provided by the Borough)

Joseph J. Brunner Garbage

724-775-6665

Natural Gas

Columbia Gas

888-460-4332

Garbage/Cable/Internet/Phone

Various providers available



To Do List

☐ **Complete/Return our Commercial Tenant Permit Application**

Please be sure to check if you need a Building/Zoning permit, Change of Use or Signage Permit.

☐ **Register your business with Berkheimer**

Every business in the Borough must pay a BPT/Mercantile Tax - See our FAQ Sheet.

☐ **Apply for any additional Permits or License**

If you will be doing ANY remodeling, modifications or putting up a sign or window graphic you will need a permit. If you own a place where food is served or sold you will need Health License.

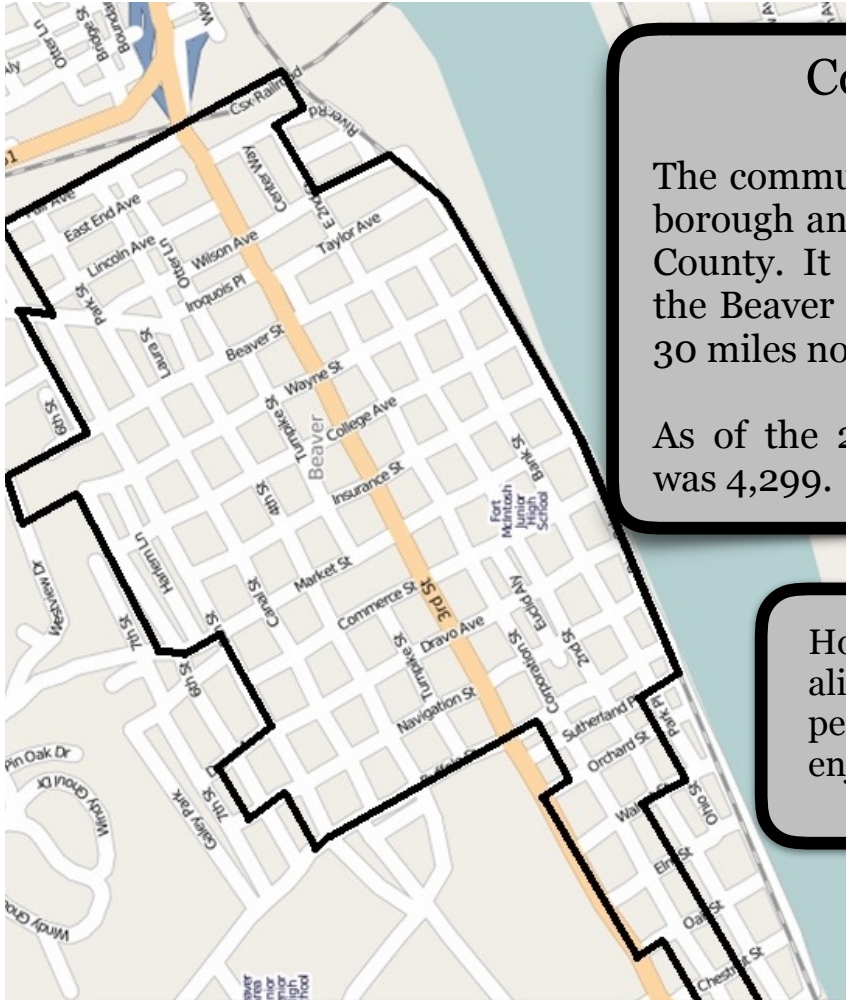
☐ **Contact Beaver Area Chamber**

Become a member and benefit from all the networking opportunities to promote your business.

☐ **Advertise in our “Beaver Life Magazine”**

Further promote your business with an advertisement in our quarterly borough magazine. Contact Pacer Studios at 724-709-7261 to request a media kit.

Beaver, Pennsylvania



Community Profile

The community was formed in 1792. It is a borough and also the county seat of Beaver County. It is located at the confluence of the Beaver and Ohio Rivers, approximately 30 miles northwest of Pittsburgh.

As of the 2018, the borough's population was 4,299.

Home to young families and retirees alike, Beaver is full of hard working people with small town values who enjoy everything this town has to offer.

50 YEARS OF COMMUNITY PRESERVATION & ENRICHMENT



BEAVER AREA HERITAGE MUSEUM



BEAVER STATION CULTURAL & EVENT CENTER

Beaver Tales Storytelling • Collection & Research Center • Concert in the Park • Educational Programming for Children & Adults
1802 Log House • Fort McIntosh Site • Garrison Day • Memorial Day Parade • Rotating Museum Exhibits • Station Signature Events



Water & Sewer information

Please visit beaverboroughwater.us for up to date information

Water & Sewer billing is monthly - bills mailed out the first of the month and due date is always the 25th. Payment options are:

- Cash or check
- Set account up in ***my Beaver Borough Municipal Authority Account*** (on beaverboroughwater.us) and pay by checking account (no fee) or credit card (fee)
- Automatic Bill Pay (on beaverboroughwater.us) - download form, complete and send to office with a voided check (no fee for this option) - monthly paper bill still received beginning of the month and payment pulled from your checking account on the 25th of the month (due date)

Current water & sewer rates can be viewed on beaverboroughwater.us under the *resident and businesses tab - rates*

Feel free to contact the office with any questions or concerns @ 724-773-6700 x201

Beaver Area Chamber of Commerce

The Beaver Area Chamber of Commerce is committed to helping the local business community. We are comprised of local business owners and professionals who realize that our neighbor's success has a direct effect on our own success. Through our sponsorship of local events and marketing efforts, we strive to promote and strengthen our local business community and our community as a whole.



The Beaver Area Chamber schedules lots of events throughout the year. These have included:

-Third Street Sidewalk Sale

Small business and towns people alike participate in the town wide sidewalk sale/yard sale. There is sure to be something for everyone. (Typically in May)

- Hot Summer Nights

With an estimated 2,000 cars in attendance and ranked the #1 car cruise by Cruisin' Times Magazine, this is an event every gear head will want to attend. (Typically in August)

- Wine Festival

Composed of 15 Pennsylvania wineries, local food trucks and talented musicians. (Typically in September)

- Art Walk

Local Artists and musicians set up throughout the business district to demonstrate their skills and showcase their creations. (Typically in October)

-Light Up Festival

Beaver welcomes Santa during the annual holiday parade. Relish in our traditions of horse drawn carriage rides, live entertainment and fireworks. (Typically the Friday after Thanksgiving)

- Small Business Saturday

A reminder of the importance of locally owned businesses. Pursue the unique assortment of boutiques and eateries while enjoying in-store events and specials. (Typically the Saturday after Thanksgiving)

Why Become a Member?

Benefits of Chamber Membership:

- Downtown business professional shopping guide
- Listing on member directory
- Free classified posting to the BACC website
- Reduced advertising expenses (radio, newspaper, and TV)
- Shared "gift certificate" program called "Beaver Bucks"
- Many networking opportunities
- First consideration for event booth participation (Car Cruise, Wine Festival, etc.)

beaverareachamber.com

info@beaverareachamber.com

Contact us TODAY

Business Licenses and Permits

Every business needs one or more federal, state or local licenses or permits to operate. Licenses can range from basic operating to very specific permits.

The following are common types of **local** permits and licenses. If you are unsure if you need a permit or license, please feel free to call our office.

Commercial Tenant Permit - A permit is needed when a new tenant takes over occupancy. Even if the business remains the same but has taken new ownership, a new commercial tenant permit must be filed. A zoning check will be preformed by the zoning officer upon receipt of the Commercial Tenant application. Certain commercial and industrial uses are only allowed in certain parts of town. Please check the town's zoning map and/or contact our zoning office if you have questions before renting or buying a business property.

Health License - If you own an eating, drinking or food establishment (any place where food is sold or served) you will be required to have a yearly health inspection. When your inspection is approved and your fee is paid, you will receive your annual Health License. Please contact our Borough office so we can give you our Health Officer's information. You will be required to have an initial inspection as well as a yearly inspections.

Building Permit - This permit is generally required if you are constructing or modifying your place of business. Please contact the Borough office if you plan on making any modifications to see if you need a permit. These could require zoning requirements as well as inspections from our third party inspector.

Signage Permit - This permit is needed if you are going to place a sign or window graphic on your place of business. Please contact the Borough office to see if you need a sign permit.

Exterior Amenities Permit - This permit is needed if you are going to place merchandise displays, retail racks or "A" frame style signs outside your business.

Change of Use- When a new tenant moves into an existing building it must meet zoning code. If you plan to change the use of the space to something that was not in the space prior, you may need to change the use of the building. Zoning will let you know if it is allowable and our outside inspectors will ask that you follow the Uniform Construction Code guidelines.

Most of our Permit Applications can be found on our website: beaverpa.us



THE BOROUGH OF BEAVER

Application For 2024 COMMERCIAL TENANT PERMIT

469 Third Street, Beaver, PA 15009

www.beaverpa.us

Phone: 724-773-6700 Fax: 724-773-6711

beaverborough@comcast.net

A Tenant is a person who occupies land or property rented from a landlord. A tenant is a person, business, group, etc. that pays to use another person's property. Note: Even if the business remains the same but has taken new ownership, a new commercial tenant permit must be filed.

Today's date: _____ Zoning District: _____ Tax Parcel #: _____

Tenant Information:

Business Address: _____

Business Name: _____

Type of Business: _____

Business Phone: _____ Business Email: _____

Business Website: _____

Business Owner's Name(s): _____

Business Owner Address: _____

Phone: _____ Email: _____

Please check all that apply: ☐ Retail ☐ Services ☐ Food Served/Sold ☐ Other _____

Description of products/food/services/other (Use additional sheets if needed):

If food is served or sold an additional health license and inspection will be required. Seek additional health application.

Proposed Hours of Operation: _____ Number of Employees: _____

You may need additional permits for the following. Check all that apply:

☐ Change of Use ☐ Interior Renovations ☐ New Sign ☐ Health License ☐ Other _____

Present/Prior use of property: _____ Date of lease: _____

Federal EIN or Social Security #: _____ Berkheimer Acct #: _____

Emergency Contact Information: _____

Alarm Company Information: _____

Property Owner Information:

Owner's Name(s): _____

Owner's address: _____

Phone: _____ Email: _____

Emergency Contact Information: _____

The Borough of Beaver Commercial Tenant Agreement

***** This form must be signed by the property owner (Landlord) and the Tenant (Business Owner)*****

In consideration of the issuance by the Borough of Beaver of a Tenant Permit to the Tenant (Business Owner), the Tenant acknowledges that the employees of the Borough in reviewing the application and the issuing of a permit are only performing their duties to ensure compliance with the minimum requirements of the Borough's current Commercial Tenant policy.

Note: A motion by the Borough Council each year establishes the schedule of Borough fees. These fees are authorized and enforced by the following ordinance.

§5-108 Fees [Ord. 698, 5/11/1999,1]

1. The Council shall establish, by motion or resolution, a "Schedule of Fees" for permits and applications.

2. No permit shall be issued and no other requested action shall be taken until the prescribed fee therefore has been paid in full.

Note: No business shall operate unless they have received an approved Tenant Permit from the Borough of Beaver. The following ordinance authorizes the enforcement of penalties.

§5-205 Ticketing Authorization [Ord. 817, 2/9/2016,1]

1. Whenever it appears to the Code Enforcement Officer that a Code violation exists, such officer may, in her/his discretion, issue a violation ticket to the person(s) believed to be responsible.

Note: A motion by the Borough Council enacted a Business Privilege Tax

§24-703 Imposition and Rate of Tax [Ord. 608, 12/29/1979, §2]

Every person engaged in any business in the Borough, beginning with the calendar year 1987, and thereafter, shall pay a tax at a rate of 5 1/2 mills on each dollar of volume of the gross receipts of that business, except that the gross volume of wholesale business transacted by wholesale dealers in goods, wares and merchandise is taxable at the rate of one mill as set forth in Section 8 of the above Act of December 31, 1965, P.L. 1257, as amended.

2024 Tenant Fee: \$150.00 - TENANT FEE IS NON-REFUNDABLE

Date Paid: _____ ☐ Cash ☐ Check # _____

I attest that all information in this application is true and correct. I hereby agree that I will comply with all applicable provisions of the borough.

Tenant Printed Name

Tenant Signature

Date

Owner Printed Name

Owner Signature

Date

☐ Approved ☐ Denied Date: _____

Zoning Officer Signature

Reason for Denial: _____

Approval is subject to the conditions noted: _____

☐ -911 Notified: _____

☐ - Health License: _____

☐ - Berkheimer Confirmed: _____

☐ - Change of Use: _____

☐ - Additional Permits: _____

Permit #

Date Issued



EMPLOYER REGISTRATION

Local Earned Income Tax Withholding

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by contacting your Tax Officer.

EMPLOYER INFORMATION

EMPLOYER BUSINESS NAME (Use Federal ID Name)

MAIN CORPORATE/BUSINESS LOCATION - STREET ADDRESS (No PO Box, RD or RR)

SECOND LINE OF ADDRESS

CITY OR POST OFFICE

STATE

ZIP

EMPLOYER BUSINESS LOCATION - STREET ADDRESS WITHIN PA (if same as above, leave blank. No PO Box, RD or RR)

SECOND LINE OF ADDRESS

CITY OR POST OFFICE

STATE

ZIP

MUNICIPAL TAXING AUTHORITY (City, Borough or Township) IN WHICH FACILITY OR BUSINESS IS LOCATED

COUNTY

BUSINESS PHONE NUMBER

BUSINESS FAX NUMBER

EMPLOYER PA BUSINESS LOCATION PSD CODE

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FEDERAL EIN OR SOCIAL SECURITY #

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ORGANIZATION

TYPE OF ORGANIZATION

☐ LLC

☐ Individual Proprietorship

☐ Partnership

☐ Association

☐ Fiduciary

☐ Corporation

PRIMARY NATURE/OPERATION OF BUSINESS

DATE OF INCORPORATION (MM/DD/YYYY)

DATE OPERATION BEGAN AT THIS LOCATION (MM/DD/YYYY)

ACCOUNTING INFORMATION

Does your organization have multiple site locations within Pennsylvania? ☐ Yes ☐ No

Has your organization opted to remit EIT for employees at all locations to a single Tax Collection District? ☐ Yes ☐ No

If YES, please insert 2-digit code for Tax Collection District Selected (choose from list on reverse side)

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Under penalties of perjury, I (we) declare that I (we) have examined this information, including all accompanying schedules and statements and to the best of my (our) belief, they are true, correct and complete.

PRIMARY CONTACT INDIVIDUAL (First Name, Last Name)

TITLE

PRIMARY CONTACT PHONE NUMBER

PRIMARY CONTACT EMAIL ADDRESS

SIGNATURE OF PRIMARY CONTACT INDIVIDUAL

DATE (MM/DD/YYYY)

TCD Code	Tax Collection District	TCD Code	Tax Collection District
01	ADAMS TAX COLLECTION DISTRICT	32	INDIANA TAX COLLECTION DISTRICT
70	ALLEGHENY CENTRAL TAX COLLECTION DISTRICT	33	JEFFERSON TAX COLLECTION DISTRICT
71	ALLEGHENY NORTH TAX COLLECTION DISTRICT	34	JUNIATA TAX COLLECTION DISTRICT
72	ALLEGHENY SOUTHEAST TAX COLLECTION DISTRICT	35	LACKAWANNA TAX COLLECTION DISTRICT
73	ALLEGHENY SOUTHWEST TAX COLLECTION DISTRICT	36	LANCASTER TAX COLLECTION DISTRICT
03	ARMSTRONG TAX COLLECTION DISTRICT	37	LAWRENCE TAX COLLECTION DISTRICT
04	BEAVER TAX COLLECTION DISTRICT	38	LEBANON TAX COLLECTION DISTRICT
05	BEDFORD TAX COLLECTION DISTRICT	39	LEHIGH TAX COLLECTION DISTRICT
06	BERKS TAX COLLECTION DISTRICT	40	LUZERNE TAX COLLECTION DISTRICT
07	BLAIR TAX COLLECTION DISTRICT	41	LYCOMING TAX COLLECTION DISTRICT
08	BRADFORD TAX COLLECTION DISTRICT	42	MCKEAN TAX COLLECTION DISTRICT
09	BUCKS TAX COLLECTION DISTRICT	43	MERCER TAX COLLECTION DISTRICT
10	BUTLER TAX COLLECTION DISTRICT	44	MIFFLIN TAX COLLECTION DISTRICT
11	CAMBRIA TAX COLLECTION DISTRICT	45	MONROE TAX COLLECTION DISTRICT
12	CAMERON TAX COLLECTION DISTRICT	46	MONTGOMERY TAX COLLECTION DISTRICT
13	CARBON TAX COLLECTION DISTRICT	47	MONTOUR TAX COLLECTION DISTRICT
14	CENTRE TAX COLLECTION DISTRICT	48	NORTHAMPTON TAX COLLECTION DISTRICT
15	CHESTER TAX COLLECTION DISTRICT	49	NORTHUMBERLAND TAX COLLECTION DISTRICT
16	CLARION TAX COLLECTION DISTRICT	50	PERRY TAX COLLECTION DISTRICT
17	CLEARFIELD TAX COLLECTION DISTRICT	51	PHILADELPHIA TAX COLLECTION DISTRICT
18	CLINTON TAX COLLECTION DISTRICT	52	PIKE TAX COLLECTION DISTRICT
19	COLUMBIA TAX COLLECTION DISTRICT	53	POTTER TAX COLLECTION DISTRICT
20	CRAWFORD TAX COLLECTION DISTRICT	54	SCHUYLKILL TAX COLLECTION DISTRICT
21	CUMBERLAND TAX COLLECTION DISTRICT	55	SNYDER TAX COLLECTION DISTRICT
22	DAUPHIN TAX COLLECTION DISTRICT	56	SOMERSET TAX COLLECTION DISTRICT
23	DELAWARE TAX COLLECTION DISTRICT	57	SULLIVAN TAX COLLECTION DISTRICT
24	ELK TAX COLLECTION DISTRICT	58	SUSQUEHANNA TAX COLLECTION DISTRICT
25	ERIE TAX COLLECTION DISTRICT	59	TIOGA TAX COLLECTION DISTRICT
26	FAYETTE TAX COLLECTION DISTRICT	60	UNION TAX COLLECTION DISTRICT
27	FOREST TAX COLLECTION DISTRICT	61	VENANGO TAX COLLECTION DISTRICT
28	FRANKLIN TAX COLLECTION DISTRICT	62	WARREN TAX COLLECTION DISTRICT
29	FULTON TAX COLLECTION DISTRICT	63	WASHINGTON TAX COLLECTION DISTRICT
30	GREENE TAX COLLECTION DISTRICT	64	WAYNE TAX COLLECTION DISTRICT
31	HUNTINGDON TAX COLLECTION DISTRICT	65	WESTMORELAND TAX COLLECTION DISTRICT
		66	WYOMING TAX COLLECTION DISTRICT
		67	YORK TAX COLLECTION DISTRICT

Business Privilege Tax (BPT) FAQ

Frequently Asked Questions

Borough of Beaver -
§ 24-703 **Imposition and Rate of Tax.**

[Ord. 608, 12/29/1979, § 3; as amended by Ord. 636, 12/9/1986, § 2]

Every person engaged in any business in the Borough, beginning with the calendar year of 1987, and thereafter, shall pay a tax at a rate of 5 1/2 mills on each dollar of volume of the gross receipts of that business, except that the gross volume of wholesale business transacted by wholesale dealers in goods, wares and merchandise is taxable at the rate of one mill as set forth in Section 8 of the above Act of December 31, 1965, P.L. 1257, as amended.

What is the Business Privilege and/or Mercantile Tax?

The Business Privilege and/or Mercantile Tax has been levied by the Municipality and/or School District in which a business is located and is based on the gross receipts of such a business.

What is a 'Business'?

Carrying on or exercising for gain or profit, in the Taxing District, any trade, business, profession, vocation or commercial activity, or making sales in the Taxing District; a profession or vocation or any rendering of personal services in the Taxing District in any capacity, except as an employee of another, is a Business.

What are Gross Receipts?

Gross receipts means gross consideration received in any sale made or services rendered; or commercial or business transaction occurring in or attributable to the taxing district including cash, credits and property of any kind or of any nature without deduction on account of the cost of materials, labor, services or other costs, interest or discount paid or any other expenses whatsoever.

Are there ANY allowable deductions from total Gross Receipts?

Returns, refunds, any tax included in Gross Receipts and any exemption allowed by certain taxing districts are considered allowable deductions. Discounts offered and State Taxes are allowable deductions.

Is rental property subject to the Business Privilege Tax?

Yes. Where the lessor has acquired rental property, receipts from same are subject to the tax.

Is manufacturing subject to the Business Privilege and/or Mercantile Tax?

No. The sale of manufactured products made directly by the manufacturer, is exempt from the tax. However, third party sales of manufactured products ARE NOT exempt.

If you are not subject to the tax because you claim to be a manufacturer, the PA State Manufacturing Exemption Form, showing the amount of manufacturing receipts not subject to the tax, must be included when filing the Business Privilege Tax Form.

How can we register?

<https://www.hab-inc.com/employer-registration-business-privilege-mercantile/> to complete our online registration form.

What documentation is required when filing the Business Privilege and/or Mercantile Tax Return?

A copy of a Federal Schedule C, 1120 or appropriate Federal Form used to file with the Federal IRS must accompany the local Business Privilege and/or Mercantile Return. If such form is not available, other documentation (such as a spreadsheet) used to determine gross receipts, must be included.

How do I get a License to post at my place of business?

Licenses are included with the mailing of the Tax Form and fees, if applicable, are due on an annual basis. A License must be posted at each place of business whether or not a License Fee is required.

What if I don't file and/or pay the Business Privilege and/or Mercantile Tax to which I am subject?

A fine and/or imprisonment, or both can be imposed upon anyone neglecting or refusing to file and pay the tax due.

Where do I file and pay the tax due?

Make checks payable to: HAB-BPT (short for: H A Berkheimer-Business Privilege Tax)

Mailing address is:

**Berkheimer Tax Innovations
325-A N Pottstown Pk
Exton PA 19341**

For assistance in filing the Business Privilege/Mercantile Tax, please call: 610-599-3140 during regular business hours of 9:00AM thru 4:00PM, Monday thru Friday.

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling BERKHEIMER TAX INNOVATIONS at 610-599-3140 during regular business hours. If BERKHEIMER is not the appointed tax hearing officer for your taxing district, you must contact your taxing district about the proper procedure and forms necessary to file an appeal.

If you would like to view the most current edition of the Taxation Manual of the Commonwealth of PA in its entirety <https://dced.pa.gov/download/Taxation%20Manual/?wpdmdl=56385>. <https://www.hab-inc.com/wp-content/uploads/BUSINESS-PRIVILEGE.pdf> to download a PDF of the Berkheimer Business Privilege and / or Mercantile Tax Rules and Regulations.

If you have additional/specific questions that are not addressed above, please click on the link to send an inquiry to our customer care <https://www.hab-inc.com/contact-customer-care-form-business/>.