

## Borough of Penbrook



160 South 28th Street • Harrisburg, Pennsylvania 17103-1926  
Telephone (717) 232-3733 • Fax (717) 233-8569

### APPLICATION FOR A BUSINESS PRIVILEGE LICENSE

### THE BUSINESS PRIVILEGE LICENSE FEE IS DUE WITHIN 10 DAYS FROM THE RECEIPT OF THIS APPLICATION

Borough Code Chapter 238, Article VIII requires every person desiring to conduct or to continue to conduct any business, within the Borough of Penbrook, to apply for, and receive from the Borough Secretary an application for a Business Privilege License and shall pay a fee of Ten Dollars (\$10) for the initial license, and shall pay a fee of Ten Dollars (\$10) for each renewal thereof. In cases where more than one business is conducted by the same individual, partnership or corporation a separate license shall be issued for each business and each place

THE LICENSE SHALL BE CONSPICUOUSLY POSTED IN THE PLACE OF BUSINESS FOR WHICH THE LICENSE IS ISSUED. NO BUSINESS SHALL BE CONDUCTED IN THE BOROUGH OF PENBROOK WITHOUT A LICENSE.

Persons desiring to conduct or to continue to conduct any business not subject to the Business Privilege Tax as defined in the above ordinance (Banks, Utilities, Cooperatives, etc.) shall file with the Borough Secretary an application for a Business Privilege License and shall pay a fee of One Hundred (\$100) Dollars for the initial license and shall pay the same for each renewal thereof.

The term "Business" shall mean any activity carried on or exercised for gain or profit in the Borough of Penbrook, including, but not limited to, the sale of merchandise or other tangible personalty or the performance of services, or rental of property. The tax shall apply to wholesale as well as retail and rental businesses. The tax rate is one mill on the Gross Volume of Business. The maximum tax shall be \$1000.00. No tax shall be paid on any Gross Volume of Business under \$10,000.00. The issuance of a Business Privilege License does not relieve the licensee of the obligation to comply with all other applicable Borough regulations.

The application for a Business Privilege License is separate and distinct from the payment of the Business Privilege Tax.

**EACH BUSINESS MUST APPLY FOR A BUSINESS PRIVILEGE LICENSE BEFORE JANUARY 10 OF EACH YEAR. EACH LICENSEE WILL RECEIVE A STAMPED LICENSE INDICATING THE LICENSE YEAR AND CONTAINING THE SIGNATURE OF A TAX COLLECTOR OR DEPUTY TAX COLLECTOR ON RECEIPT OF THE APPLICATION AND THE \$10.00 FEE.**

The reporting form for the Business Privilege Tax will be mailed to you in February. If you have any questions please contact the above number.

# Borough of Penbrook



160 South 28th Street • Harrisburg, Pennsylvania 17103-1898  
Telephone (717) 232-3733 • Fax (717) 235-8588

## Business Privilege License Application Form

OWNER'S NAME: \_\_\_\_\_  
PLEASE PRINT

OWNER'S LEGAL RESIDENCE: \_\_\_\_\_  
STREET (P. O. BOXES NOT ALLOWED)

CITY \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE:\* \_\_\_\_\_  
\*REQUIRED

### BUSINESS DATA

BUSINESS NAME: \_\_\_\_\_  
PLEASE PRINT

BUSINESS ADDRESS: \_\_\_\_\_  
STREET (P. O. BOXES NOT ALLOWED)

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE:\* \_\_\_\_\_  
\*REQUIRED

EMPLOYER IDENTIFICATION # (IRS NUMBER) \_\_\_\_\_

TYPE OF BUSINESS:  RETAIL  RENTAL  WHOLESALE

### CERTIFICATE:

I declare under penalty of perjury that this application is for the above described business, made in good faith and that all the information hereon is true and correct and not made for any reason of evasion or deception.

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

RENTAL CENSUS RECEIVED

ZONING PERMIT ISSUED

BUSINESS LICENSE PAID