

*The Offices of the Borough of Charleroi are available to answer any questions you may have.*

## HOW TO CONTACT A BOROUGH OFFICE

1. **Borough Secretary**- 724-483-6011  
[bcso@charleroiboro.org](mailto:bcso@charleroiboro.org)
2. **Code Enforcement**-724-489-4140  
[bcce@charleroiboro.org](mailto:bcce@charleroiboro.org)
3. **Chamber of Commerce**-724-483-3507  
[www.mvrchamber.org](http://www.mvrchamber.org)
4. **Police Department**-724-483-3418  
NON-EMERGENCY ONLY  
911-EMERGENCY
5. **Tax Collector**-724-483-7033
6. **Mayor**-724-483-6961  
[mayor@charleroiboro.org](mailto:mayor@charleroiboro.org)
7. **Fire Department**-724-483-7311  
NON-EMERGENCY ONLY  
911-EMERGENCY
8. **Street Department**-724-483-8871  
[bcdm@charleroiboro.org](mailto:bcdm@charleroiboro.org)
9. **PA Municipal Services**-412-384-7728

## WHAT ELSE SHOULD I KNOW?

The Borough of Charleroi requires the owners to be responsible for the maintenance of their properties. That is to say the business owner is responsible for their sidewalks and storefronts, etc.

Sidewalks are to be kept clear of rubbish and snow must be removed within a reasonable amount of time. Windows and storefronts must be clean and in good condition.

## CHAMBER OF COMMERCE

The Mon Valley Regional Chamber of Commerce is a full time organization, serving the needs of the business community of the Mid Mon Valley Region of southeastern Washington County. New business owner are encouraged to contact the Chamber for information and assistance. If they can't answer your questions, they will direct you to someone who can! Conveniently located at One Chamber Plaza, Charleroi Pa 15022.

Phone: 724-483-3507  
[www.mvrchamber.org](http://www.mvrchamber.org)



CODE ENFORCEMENT OFFICE

## STARTING A BUSINESS



**Team  
Charleroi**  
**Business & Community Alliance**

[ShopCharleroi.com](http://ShopCharleroi.com)

## WHAT YOU NEED TO START A BUSINESS IN CHARLEROI

Before you start a business there are a few steps you should take.

Choose a location that is zoned properly for your business.

Be prepared for an inspection. They are necessary before occupancy.

Register with the Chamber of Commerce.

Register with the Tax Collector.

### ABOUT "OCCUPANCY"

Any business moving into the Borough is requires an inspection before occupancy. This is to insure the health, welfare and safety of your customers and employees. The fee for an occupancy inspection is \$35.

Some occupancy requirements include Labor and Industry inspections.

### TAXES

All property owners must pay Borough and School taxes. Anyone who is over 18 years old and works must pay a per capita tax.

**Mercantile tax** is paid when your business sells a product. You would pay this quarterly to PA Municipal Services.

**Business Privilege tax** is when your business sells a service. You would pay this yearly to PA Municipal Services.

**Wage tax** is paid if you are a resident of the Borough. You would pay this quarterly to PA Municipal Services.

**EMT tax** is paid by anyone who works within the Borough. This tax is \$52 paid yearly to PA Municipal Services.

### DO YOU NEED A BUILDING PERMIT

Anytime you intend to construct, enlarge, alter or repair a building or structure you need a building permit. All work must be done by UCC.

The Code Enforcement Officer is available Monday-Friday 7am-3pm to answer any question on the UCC or Ordinances.

### AMUSEMENT DEVICES

A license is necessary for any amusement device you have in your establishment. Some of the fees are listed below.

Electronic Amusement Device .....	\$120
Poker/Cherry Machine.....	\$300
Pinball Machine.....	\$90
Jukebox.....	\$90

You will be billed annually for this license. Be sure to make any changes on your bill that occurred during the previous year to avoid any problems.

### SIGNS

**Fees** are charged for your business signs on your building and ones located within the Borough. \$12 for the first sign and \$6 for each additional sign.

**Signs** must be done in a professional manner and be approved by the Code Officer.

**No signs** are to be placed on utility poles within the Borough of Charleroi.

### RUBBISH AND GARBAGE

As the owner of an establishment you need to provide leak proof containers with close-fitting covers for the disposal of waste.

Fayette Waste will handle your dumpster set up and fees. They can be reached at 724-430-0100.

### PARKING

Free parking spaces are available across the tracks in the Chamber Plaza.

Parking spaces near businesses are designated for customers and are metered to ensure turnover.

Extended abuse of certain parking areas will be subject to substantial fines.