

LIVE. WORK. PLAY.



DOING BUSINESS IN
THE BOROUGH OF CONSHOHOCKEN

Conshohocken, PA 19428



WELCOME

Conshohocken is a vibrant, one-square-mile borough with big city conveniences. It has quickly developed into a hub of residential and commercial activity, becoming one of the most important professional centers in Montgomery County.

Located on the banks of the Schuylkill River, Conshohocken is just 15 miles from Center City Philadelphia and within proximity to many leading colleges and universities. It is also within Colonial School District, which ranks among the best public school districts in Southeastern Pennsylvania, Southern New Jersey, Maryland, and Delaware. Conshohocken's main street is lined with bustling businesses and restaurants, making it a walkable destination for residents and visitors. The Schuylkill River Trail, SEPTA regional rail, and bus lines also run through Conshohocken, providing easy access to and from the Borough.

Alongside the development, Conshohocken has preserved its traditions. The Borough hosts many annual events, from Funfest, July Third Fireworks, the Saint Patrick's Day Parade and the Soap Box Derby. Conshohocken also offers many recreational opportunities through its eight parks, active Community Center, and the Schuylkill River Trail. The Borough of Conshohocken has a rich history and will continue to evolve, making it a desirable spot to live, work and play.

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STARTING YOUR BUSINESS IN CONSHOHOCKEN

Thank you for considering the Borough of Conshohocken as your new home.

The Borough of Conshohocken Administration will be your first point of contact for new businesses and developers looking to provide commercial and residential opportunities or established businesses looking to invest and expand within the Borough.

THE BOROUGH OF CONSHOHOCKEN INVITES PROSPECTIVE BUSINESSES TO CONTACT OUR ADMINISTRATION OFFICE TO SCHEDULE A WELCOME MEETING AT 610-828-1092.

WE LOOK FORWARD TO WORKING WITH YOU!

BOROUGH MANAGER

Stephanie Cecco

scecco@conshohockenpa.gov

EXECUTIVE ASSISTANT TO THE BOROUGH MANAGER

Brittany Rogers

brogers@conshohockenpa.gov



Another good resource is the PA Department of Community & Economic Development (DCED). This department works with the Planning Commission, Zoning Hearing Board, Community Development and Licenses and Inspections departments to ensure all appropriate agencies are working to guide the applicant (s) through the process of establishing themselves in the Borough of Conshohocken.

PLEASE FEEL FREE TO CONTACT THE DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT AT ANY TIME AS YOU NAVIGATE THROUGH STARTING YOUR BUSINESS IN CONSHOHOCKEN BOROUGH.

<https://dced.pa.gov/>



LET US HELP YOU

FOR ALL BUSINESSES

The Borough of Conshohocken welcomes the opportunity to assist you by offering our resources as a guide through your endeavor. We invite you to contact us to schedule a welcome meeting with the appropriate borough officials.

AS YOU PLAN

We encourage you to talk with the Borough Manager, Borough Zoning Officer/ Executive Director of Operations / PA DCED and/ or the Montgomery County Health Department (if your business will sell or handle food) before you invest money in your business or finalize your plans. If you are occupying an entire building or a tenant space and plan to change any walls, doors, electrical fixtures, plumbing fixtures, ceilings or signage, etc. we can help you navigate through zoning and building code regulations.



WELCOME MEETING

BOROUGH MANAGER	Why Conshohocken
	Available Borough Services
	Engineering, Planning & Land Use
	Fees
	Parking
	Registering your Business & Additional Resources
	Marketing & Growth Opportunities
	Incentives
EXECUTIVE DIRECTOR OF OPERATIONS/BCO	Borough Operations Overview
	Licenses & Permits
	Inspection Process
	Building Codes
	Health Code Approval
	Emergency Services
ZONING OFFICER	Zoning Compliance & Regulations
	Zoning Districts
	Zoning Application & Fees (If Applicable)
	Business Signage

BOROUGH SUPPORT TEAM

BOROUGH OF CONSHOHOCKEN

400 Fayette St. – Suite 200
Conshohocken, PA 19428
Ph. 610.828.1092

www.conshohockenpa.gov

BOROUGH MANAGER

Stephanie Cecco
scecco@conshohockenpa.gov

EXECUTIVE ASSISTANT TO THE BOROUGH MANAGER

Brittany Rogers
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EXECUTIVE DIRECTOR OF OPERATIONS

Ray Sokolowski
rsokolowski@conshohockenpa.gov

ADMINISTRATIVE ASSISTANT TO THE EXECUTIVE DIRECTOR OF OPERATIONS

Shauna Wylesol
swylesol@conshohockenpa.gov

LICENSES & INSPECTIONS ADMINISTRATIVE ASSISTANT

Michelle Summers
msummers@conshohockenpa.gov

ZONING OFFICER

Allison Lee
zoning@conshohockenpa.gov

BOROUGH SERVICES

FEES

Every application, permit, license and certification will require a fee.

Fee schedules can be found at: <http://conshohockenpa.gov/media/2965/2022-fee-schedule-amended-10-14.pdf>

CONFIRM DESIRED ADDRESS

Check with Borough Administration to confirm your new business address. The Borough of Conshohocken shares a Zip Code (19428) with three municipalities.

SUBDIVISION & LAND DEVELOPMENT

If your business requires new construction, then your proposed plans need to adhere to the Borough's Subdivision & Land Development Ordinance. Prior to submitting an application, we encourage you to contact the Office of the Borough Manager to inquire and schedule a pre-submission meeting.

Information regarding Subdivision and Land Development can be found at: <http://www.conshohockenpa.gov/community-services/engineering.-planning-land-use.aspx>

ZONING

Before you invest or lease a property or business, contact our Borough Zoning Officer to determine if the proposed use is permitted in the applicable zoning district.

We encourage you to start the zoning process early to avoid any unforeseen issues.

Information regarding Zoning can also be found at: <https://www.conshohockenpa.gov/departments/zoning-services/>

REQUESTING A ZONING VARIANCE/SPECIAL EXCEPTION/CONDITIONAL USE

If your business is requesting relief from the zoning code, you'll need to complete a Zoning application, pay the applicable fees and appear before the Zoning Hearing Board for approval.

Information regarding Zoning filing procedures can be found at: <https://conshohockenpa.gov/media/3134/zoning-hearing-application-filing-procedures.pdf>

***NOTE: Depending on scope of project, departments may work conjunctively and/or simultaneously together.**



BUILDING PLANS

Be sure to check with the Borough Code Official or the Commercial Building Inspector to determine the type of building plans needed for your construction.

Sealed plans may be required depending on scope of project.

LICENSES, INSPECTIONS & BUILDING CODE

To operate a business in Conshohocken Borough, you will need to apply for a Use & Occupancy Permit. This permit is required for every new business even if you do not plan on making any physical changes to the property.

If you are making physical changes to the property, you will need to apply for building permits **BEFORE** you begin work. Depending on work to be performed, separate permits may be required. You may also need plans or drawings prepared by an architect or engineer.

License & Inspections will conduct inspections as work proceeds throughout the project, with the issuance of a Use & Occupancy certificate upon completion.

Permit applications can be obtained from the L&I Department on the Borough's website at: <http://www.conshohockenpa.gov/citizen-resources/documents-forms-permits.aspx>

THE OPPORTUNITY

LIVE. WORK. PLAY.

With more than 50 bars and restaurants, coffee shops, miles of riverside trails, parks, convenient public transportation, excellent employment opportunities and luxury residential communities, Conshohocken is a haven for those seeking a vibrant walkable “live-work-play” experience. The Borough of Conshohocken is densely populated with a growing office market. Thus, making it the Millennials choice for suburban living. As a result, office demand by employers who seek this employment base continues to flourish.

Conshohocken offers all of the benefits of an urban setting (easy access to public transportation, notable corporate neighbors, walking distance to many amenities) while offering the appeal and convenience of a suburban address. The Borough of Conshohocken has an abundance of unique history but also has embraced change and growth resulting in a dynamic and diverse community that continues to evolve.

EXPLORING PENNSYLVANIA BOROUGH’S - CONSHOHOCKEN

Recently the Borough of Conshohocken had the opportunity to highlight our Borough’s many cultural and recreational amenities, our parks and Community Center, as well as the businesses and Conshohocken attractions that make our Borough so special.

The final video was featured on (PA Cable Network) PCN’s cable channel and the PSAB (PA State Association of Boroughs) website and can be viewed <https://vimeo.com/309483579>.

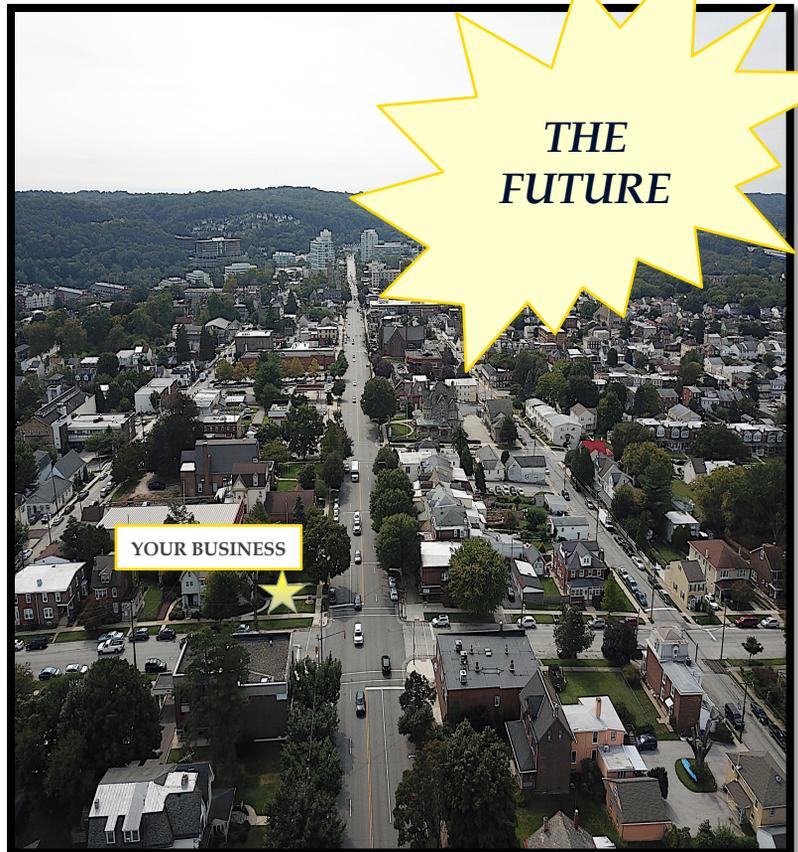
We hope you enjoy exploring Conshohocken!

LOCATION



LOCAL TRANSPORTATION BENEFITS

Conshohocken benefits from a transit-oriented location within a three-minute walk to the Conshohocken train station along the Manayunk/Norristown SEPTA Regional Rail line, which offers service to Center City Philadelphia. Two major SEPTA bus routes providing access to the greater Philadelphia region are within a three-minute walk from the Borough. The Borough is also well situated just moments from the key intersection of Interstates 76 (Schuylkill Expressway) and 476 (Blue Route), providing another direct connection to Center City Philadelphia and throughout the region. In addition, the Borough of Conshohocken is only a 30-minute drive to the Philadelphia International Airport.



ADDITIONAL RESOURCES

FOOD ESTABLISHMENTS

OBTAINING A HEALTH CODE APPROVAL

(APPLICABLE FOR BUSINESSES
SELLING/HANDLING FOOD)

Businesses that sell, serve and/ or prepare food items are classified as “food establishments” and must be licensed and approved by the Montgomery County Health Department prior to opening in Conshohocken Borough.

Contact the Health Department’s Environmental field services office by calling 610.278.5117 to identify what you will need to do to comply with the health code and obtain your license. The Health Department requires that you have a plan review before doing any remodeling or construction. If you plan to sell or handle food, you must contact the Montgomery County Health Department at the same time you contact the Borough. You can visit the Montgomery County Health Department webpage at <https://www.montcopa.org/513/Health-Department>.

LICENSING AND INSPECTIONS

Food establishments are highly regulated in the United State to prevent sickness. Establishment regulations specify how food storage, preparation areas and equipment should be set up and how systems like water supply and sanitation should be installed and maintained. All establishments located in Montgomery County must have a valid Montgomery County Office of Public Health (OPH) [License to Operate a Food Service Establishment](#). The license must be posted in a conspicuous place. The license is not transferable.

The goal of the Environmental Field Services food protection program is to protect the citizens who eat in licensed establishments from foodborne illnesses. This is accomplished by cyclical [food service facility inspections](#), plan review, foodborne disease outbreak investigations, identification of Hazard Analysis and Critical Control Points (HACCP), inspection of mobile food vendors, and the implementation of food handler certification for managers and/or operators.

All new and renovated facilities must go through the [plan review process](#). Properly prepared plans and specifications should be submitted to OPH for review and approval **before** construction, remodeling, or conversion of an existing structure. OPH will provide the applicant with a written approval, denial, or request for additional information within 30 days of receiving a license application and completed plan review packet.

REGISTERING YOUR BUSINESS

BUSINESS ENTITY NAME, SALES TAX LICENSE, TAX WITHHOLDING, & UNEMPLOYMENT COMPENSATION - ALL BUSINESSES

You’ll need to register your new business entity name with the State of Pennsylvania and obtain a sales tax license. As an employer you will also have tax obligations such as tax withholding and unemployment compensation.

To learn more and get the necessary forms, contact the PA Department of Revenue at 717.787.1064 or by visiting their website at:
<https://www.revenue.pa.gov/Pages/default.aspx>.

EMPLOYER IDENTIFICATION NUMBER (EIN) - ALL BUSINESSES

If you plan to hire employees, you will need to obtain an Employer Identification Number (EIN) from the United State Internal Revenue Service (IRS). For an application, contact the IRS at 800.829.4933 or apply online at www.irs.gov/businesses/small.

BOROUGH TAXES

The Borough of Conshohocken has three tax partners.

Dominic Coccia -

(Real Estate Taxes - Property, School & County)

Berkheimer Associates -

(Local Earned Income Tax)

Tri-State Financial Group, LLC. -

(Business Privilege & Mercantile Local Services)

Contact information can be found on Page 7

PA BUSINESS ONE-STOP SHOP

Another resource to register your business is PA Business One-Stop Shop. The Pennsylvania Business One-Stop Shop is a state government office equipped with knowledge, information, and resources for businesses both large and small. Serving as the first point of contact for Pennsylvania business development concerns, our team helps connect and guide businesses through all stages of development – from planning and startup to operating and expanding. Whether you’re an aspiring entrepreneur or existing business, they provide complete, customer-focused service backed by firsthand knowledge and experience.

Contact them at 1.833.722.6778 or by visiting their website at <https://business.pa.gov/index.html>

GOVERNMENT

Borough of Conshohocken Council Members

WARD 7



Colleen Leonard, President

610-322-0386

cleonard@conshohockenpa.gov

Voting Location: Fieldhouse/"A" field
East 11th Ave. & Harry Street

WARD 3



Tina Sokolowski, Vice President

610-828-1092 ext. 133

tsokolowski@conshohockenpa.gov

Voting Location: Community Center at the Fel
515 Harry Street (Multipurpose Rm.)

WARD 1



Karen Tutino, Member

484-243-6094

ktutino@conshohockenpa.gov

Voting Location: Community Center at the Fel
515 Harry Street (Gymnasium)

WARD 2



Adrian Serna, Member

484-535-4358 • 610-828-1092 ext.138

aserna@conshohockenpa.gov

Voting Location: Community Center at the Fel
515 Harry Street (Multipurpose Rm.)

WARD 4



Anita Barton, Member

610-213-5819

abarton@conshohockenpa.gov

Voting Location: Community Center at the Fel
515 Harry Street (Gymnasium)

WARD 5



Kathleen Kingsley, Member

610-828-1092 ext.135

kkingsley@conshohockenpa.gov

Voting Location: Conshohocken Fire Co.#2
819 Fayette Street

WARD 6



Stacy Ellam, Member

610-828-1092 ext.139

sellam@conshohockenpa.gov

Voting Location: Borough Hall
400 Fayette St.

U.S., PA & Montgomery County Elected Officials



Senator Robert Casey

2000 Market Street, Suite 610
Philadelphia, PA 19103

215-405-9660

casey.senate.gov



Senator John Fetterman

200 Chestnut Street, Suite 600
Philadelphia, PA 19106

215-241-1090 • fetterman.senate.gov



Congresswoman Madeleine Dean

115 E. Glenside Ave., Suite 1
Glenside, PA 19038

215-884-4300

dean.house.gov



Governor Josh Shapiro

508 Main Capitol Building
Harrisburg, PA 17120

717-787-2500

Governor.pa.gov



Lieutenant Governor Austin Davis

508 Main Capital Building
Harrisburg, PA 17120

717-787-3300

ltgov.pa.gov



State Senator Vincent Hughes

District Office

2401 N. 54th St.
Philadelphia, PA 19131

215-879-7777

senatorhughes.com



Representative Greg Scott

54th Legislative District

1019 West Main Street

Norristown, PA 19401-4406

(484) 685-3494

pahouse.com/scott/

Montgomery County Government

One Montgomery Plaza, Suite 800

Norristown, PA 19404 610-278-3000 www.montcopa.org

Montgomery County Commissioners

Kenneth E. Lawrence, Chair

Jamila H. Winder, Vice Chair

Joseph C. Gale, Commissioner

District Attorneys: Court House, 4th floor

P.O. Box 311, Norristown, PA 19404-0311, Phone: 610-278-3090

Treasurer - Jason Salus, 610-278-3066

Register of Deeds - Bruce Hanes, 610-278-3400

Recorder of Deeds - Jeanne Sorg, 610-278-3289

Solicitor - Raymond McGarry (Interim), 610-278-3033

Public Safety - Michael Vest, 610-631-6500

Health & Human Services - Dr. Tamra Williams, 610-278-5800

Voter Services - Dori Sawyer, 610-278-3280

Veterans Affairs - Dennis Miller, 610-278-3287

CONTACT US

BOROUGH OF CONSHOHOCKEN
400 FAYETTE ST.
SUITE 200
CONSHOHOCKEN, PA 19428
PH. 610.828.1092
FX. 610.828.0920
WWW.CONSHOHOCKENPA.GOV



WELCOME TO
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