



120 Marshall Street ■ KENNETT SQUARE, PA 19348
Phone: 610-444-6020 ■ FAX 610-444-3216

IN ORDER TO PROCESS APPLICATION ALL APPLICABLE INFORMATION
MUST BE PROVIDE OR APPLICATION WILL BE DENIED! NO EXCEPTIONS!

APPLICATION FOR COMMERCIAL REGISTRATION

Please complete and return this application with a non-refundable annual registration fee (see attached fee schedule) for **each commercial unit** to: Borough of Kennett Square, Codes Department, 120 Marshall Street, Kennett Square, PA 19348.

Date: _____, 20__

Property Address: _____

Zoning District: _____ Tax Parcel Number: _____

Owner: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Email: _____

Home Phone: ___/___/_____ Work Phone: ___/___/_____

Local Agent/Management Company: _____ Email: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____

Home Phone: ___/___/_____ Work Phone: ___/___/_____

Unit type: Commercial Office/Professional

Restaurant/Food Service Other

Fill in the Amount:

____ Total Square Footage of Occupied Space ____ Number of Occupants Permitted in Each Unit
____ Number of Units Currently Vacant ____ Number of Full-Time Employees
____ Number of Units ____ Number of Part-Time Employees

I, _____, hereby state that this application is correct, and I apply for a registration to operate the unit(s) listed above.

For Borough Use Only

Parcel No. _____ - _____ - _____ Total Fee: \$ _____

Code Enforcement Officer

Permit No. _____ - _____ Date Paid: ___/___/___ Date Approved: _____

TENANT LIST

Tenants/Occupants (Name of Business):	Street/Suite Address:	Phone No.	Maximum Number of Persons Permitted to Occupy Each Unit
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I certify that I have given notice to the above tenant(s) about the approximate square footage of all rooms which may be occupied for commercial purposes and the maximum number of persons permitted to occupy the commercial unit.

CERTIFICATION
(Property Owner Signature)

**LICENSE FEE SCHEDULE:
YEARLY RENTAL AND/OR COMMERCIAL REGISTRATION**

\$100 PER UNIT FOR COMMERCIAL OCCUPANCIES
\$75 PER UNIT FOR RESIDENTIAL OCCUPANCIES
\$0.025 SQ FT (\$100 MIN) FOR INDUSTRIAL SPACE
\$300 PER UNIT **UNDER** 10,000 SQ FT FOR OFFICE SPACE
\$0.03 SQ FT PER UNIT **OVER** 10,000 SQ FT FOR OFFICE SPACE