

*The Downtown Irwin Main Street Manager is available to answer any questions you may have.*

## HOW TO CONTACT A BOROUGH OFFICE

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You can contact the Borough Offices during business hours Monday thru Friday.

1. **Borough Manager** -- 724-864-3100
2. **Code Enforcement** -- 724-864-3100
3. **Police Department** -- 724-864-3103  
Non-emergency only. 911 for Emergency
4. **Tax Collector** -- 724-864-6983
5. **Mayor** -- 724-864-3100
6. **Fire Department** -- 724-864-3104
7. **Street Department** -- 724-864-3105
8. **Norwin Chamber of Commerce** -- 724-863-0888

## WHAT ELSE SHOULD I KNOW?

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The Borough of Irwin 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.

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## STARTING A BUSINESS

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A Program funded by the Pennsylvania DECD, the Borough of Irwin and The Irwin Project, Inc.

### **Irwin Main Street**

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321 Main Street, Irwin, PA 15642  
Phone (724) 296-8074

# WHAT YOU NEED TO START A BUSINESS IN IRWIN

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

- 1 . Choose a location that is zoned properly for your business.
- 2 . Be prepared for an inspection. They are necessary before occupancy.
- 3 . Register with the Tax Collector.

## ABOUT OCCUPANCY

Occupancy requires anyone moving into the Borough to pay a fee of \$5.00.

## TAXES

Business Privilege Tax is when your business sells a service. You would pay this annually to the Borough of Irwin Tax Office. The Business Privilege Tax License is free.

Wage Tax (1%) is paid if you are a resident of the Borough. You should pay this quarterly.

Emergency and Municipal Services Tax (\$52) is paid by anyone who works within the Borough.

*Apply for your Federal Employer  
Identification Number at  
<http://www.irs.gov/businesses/index.html>*

## WHEN DO I NEED A BUILDING PERMIT

The easiest way to find out whether you need a building permit or not is to call the Borough Office at (724) 864-3100.

Typically, all new construction, remodeling, alterations and room additions need building permits. All work must be done by BOCA Code. Fee is based on the cost of project.

## 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 .....	\$75
Pinball Machine.....	\$75
Jukebox .....	\$15
Pool Table .....	\$25

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.

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

No signs are to be placed on utility poles.

## GARBAGE COLLECTION

Garbage pickup on Main Street is Thursday.

## PARKING

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.

Monthly parking permits are available at designated lots and can be purchased at the Borough Office for \$15.

## FAÇADE GRANTS

Façade and storefront restorations are one of the most effective and proven ways to improve the image of a commercial business district. Simply a fresh coat of paint, sign, door or lighting may be all that is needed to freshen up the unique storefronts of the downtown. Design Challenge Grants are available; guidelines and applications may be obtained at the Irwin Main Street Manager office.

## **SMALL BUSINESS DEVELOPMENT CENTER**

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Since 1984 the Saint Vincent College Small Business Development Center (SBDC) has offered practical and professional business development services to start-up and existing businesses in Westmoreland County. The business analyst for this area is Peter Tulk (724) 537-4572.