STARTING OR RELOCATING A BUSINESS IN THE CITY OF BUTLER

Greetings prospective business owners, and thank you for choosing to locate your business in the City of Butler.

Many people ask "how do I obtain a business license to operate my business in the City?" In order to get your business license in the City of Butler, you must obtain a **Zoning Occupancy Permit**; see definition and regulations below.

Codified Ordinances of the City of Butler
Chapter 260. Zoning

§ 260-7 Definitions; Occupancy Permit - A certificate issued by the Zoning and Code Management Officer attesting to the fact that all requirements of this (Zoning) Chapter and other applicable regulations have been met and that the building for which the permit applies may be occupied by its owners. All new businesses, relocated businesses, home occupations and businesses which have undergone a change in ownership shall be required to obtain an occupancy permit for zoning compliance.

§ 260-10. General regulations.

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All new businesses, relocated businesses, home occupations, businesses which undergo a change in ownership, accessory structures and buildings or lots which undergo a change of use shall be required to obtain an occupancy permit for zoning compliance. In cases of new construction, the building permit and the occupancy permit for zoning compliance shall be issued simultaneously.

The above ordinance sections apply to all new businesses, as well as businesses that move from one location in the City to another location within the City (relocated businesses), and change of business owners.

To obtain a Zoning Occupancy Permit, you will need to provide the following information:

1. The specific address of the building you wish to use, including what floor, and / or Suite number
2. The building owner's name and phone number
3. Business owner's name and phone number
4. What the current use of the space is, and what the proposed use of the space might be
5. Square footage of the space
6. The type of business
7. Name of business

When you have the above information, you can call our office at 724-285-4124, Ext. 213 and speak with or leave a message for the Assistant Zoning Officer. She will explain the process to you.

You may be required to contact **PA American Water – Butler Wastewater** (1-800-565-7292) as to change of use under their regulations.

If your plans involve construction at the building you intend to use, please read our **Commercial Flow Chart** here:

Additional commercial construction information can be found on our website here:
http://cityofbutler.org/departments/building-and-zoning/commercial-building-division/

All Zoning Occupancy Permits and Commercial construction permits are started and / or issued by appointment only. Please contact the Assistant Zoning Officer, at 724-285-4124, Ext. 213 to set up an appointment time.

SIGN INFORMATION

If a new or relocated business in the City of Butler intends to install a sign for their business, a sign permit is required. Sign drawings must be submitted to the Office of Business and Community Development to be reviewed for **both** Zoning Code compliance and Building Code compliance. Please contact Assistant Zoning Officer, JoAnn Snyder at 724-285-4124, Ext 213 for further information.

The sign ordinance can be read here: https://ecode360.com/12073142
and the zoning map can be found here:
https://ecode360.com/attachment/BU1538/BU1538-260c%20Zoning%20Map.pdf

All businesses must have obtained their Zoning Occupancy Permit before they can apply for a sign permit.