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Instructions for Opening a Business in Millersville Borough

After a business owner has registered with the state and received their EIN number, the owner should do the following:

Step 1: Before opening the new business in the Borough, the business owner will need a permit describing the type of use, a Certificate of Occupancy (if required), and/or a Change of Use and Occupancy permit PRIOR to moving into the building.

These permits can be picked up in the Millersville Borough Office, Monday-Friday 8am-5pm.

Step 2: Business Owner should come to the Borough Office to fill out a Business Information Card with business and owner's information. A copy will be provided to you upon completion.