

Starting a Business in Millersville Borough

A quick guide for new businesses

Welcome to Millersville! We are excited to support you as you start a new business and help you navigate the local requirements for opening and operating within the Borough. This guide provides a general overview of the most common local approvals, permits, taxes, and regulations that may apply to your business.

1. Verify Zoning & Property Use

Before signing a lease, purchasing property, or beginning operations, contact the Borough to confirm that your proposed business is permitted at the location. You may need:

- A Zoning Permit
- Change of Use approval
- An Occupancy Permit
- A Site Plan or Land Development Review (for larger projects)
- A Sign Permit

These requirements may differ depending on [Residential](#) or [Commercial](#) use of the new business. You may want to review our [zoning ordinance](#).

Questions to ask:

- Is my business permitted in this zoning district?
- Are there parking requirements?
- Are there outdoor seating or display restrictions?
- Can I install signage?
- Are there hours-of-operation limitations?

2. Register Your Business

Most businesses should complete the following:

- [Register business entity with the Commonwealth of Pennsylvania](#)
- [Obtain a Federal EIN from the IRS](#)
- [Register for Pennsylvania sales tax](#) (if applicable)
- Complete a Business Registration Form with Millersville Borough, available at our Municipal Office or on the website

3. Local Business Taxes

Businesses operating within the Borough may be subject to local taxes administered by the Borough and/or local tax collection agencies. Businesses with employees must withhold and remit local earned income taxes. Common local taxes may include:

- Local Services Tax (LST): [LST Employer Form](#)
- Earned Income Tax (EIT)
- Real Estate Tax
- Trash and/or Sewer Fees (if applicable)

4. Building, Fire, & Property Requirements

If you are renovating a space, changing occupancy, or performing construction, permits may be required. Possible permits include:

- Building Permit
- Electrical Permit
- Plumbing Permit
- Mechanical/HVAC Permit
- Fire Suppression or Alarm Permit

Inspections may also be required before occupancy. Common code considerations include:

- ADA accessibility
- Emergency exits
- Occupancy limits
- Fire extinguishers
- Commercial kitchen requirements
- Property maintenance standards

5. Special Licenses & Operational Requirements

Certain businesses may require additional approvals depending on the nature of operations. Examples include food establishments, alcohol sales, home occupations, daycare facilities, outdoor dining, temporary events, and mobile vendors or food trucks. Note that many of these approvals may come from Lancaster County, Pennsylvania agencies, and federal agencies, not Millersville Borough.

6. Utilities & Services

Be sure to establish:

- Water and sewer accounts
- Refuse/recycling collection – note that all commercial properties are required to obtain their own trash service
- Electricity and gas services
- Internet/telecommunications

You should also confirm:

- Dumpster enclosure requirements
- Recycling obligations
- Grease trap requirements (for food businesses)

7. Stay Connected

The Borough encourages businesses to stay engaged with the community.

- Join the [Millersville Business Association](#)
- Sign up for [Borough Alerts](#)
- Participate in community events and meetings, found in the [Borough Calendar](#)
- Follow the Borough on [Facebook](#) and [Instagram](#)



Contact Us

Code Enforcement: codesandzoning@millersvilleborough.org

Tax and Utility Billing: millersville@millersvilleborough.org

Borough Manager: manager@millersvilleborough.org