

## Starting a Business in Abington Township Quick Reference Guide

- Call the Economic Development Office at: 267-536-1009
- Must contact the following departments:
  - Code Enforcement Department:
    - Stop in at 1176 Old York Road or call 267-536-1011
      - Sign Permit:** submit a sign plan and permit application prior to ordering or erecting a new sign, or changing an existing sign.
      - Certificate of Occupancy:** Apply for a permit prior to building use or commencing business operations.
      - Building Permit:** apply for the appropriate building permit applications as the proposed construction may require.
      - ADA Compliance:** ADA guidelines are reviewed by a separate outside agency. Information is available at the Code Department.
  - Planning and Zoning Officer, Mark Penecale
    - [Mpenecale@abington.org](mailto:Mpenecale@abington.org) / 267-536-1010
      - Determine use approval prior to any occupancy.
      - Zoning Hearing Board: a hearing may be required if intended use does not comply with Zoning Use Codes.
      - Zoning Review: to include onsite parking requirements, coverage percentages, landscaping requirements, sanitary sewer usage and the like.
      - Land Development Review: submit application and land plans.
  - Fire Marshal's Office
    - 267-536-1057
  - Tax Office
    - 267-536-1024
      - Business License: Apply for a Mercantile or Business Privilege License prior to opening.
  - Engineering Office
    - 267-536-1016
      - Plan Preparation if a major expansion is planned.
      - Storm Water Management
- Montgomery County Health Department:
  - Apply directly to the County for review and approval required for most food and beverage establishments.

**Helpful Links**

**Abington Township**

<http://www.abington.org/>

**Montgomery County**

<http://www.montcopa.org/>

**Doing Business in Montgomery County**

<http://www.montcopa.org/index.aspx?NID=35>

**Montco Opportunity Loan**

**Financing Programs**

**Recruitment Services**

**On-The-Job Training**

**Real Estate Services**

**Montgomery County Development Corporation**

<http://www.montcopa.org/index.aspx?nid=1327>

**Business Resource Information Center (BRIC)**

<http://www.emccc.org/pages/BRIC>

**Keswick Village Business Association (KVBA)**

<http://keswickvillage.org/>

**Roslyn Valley Business Association (RVBA)**

<http://www.rvbaonline.org/about-us>

**Points of Contact**

**Abington Economic Development Office**

**267-536-1009**

**Abington Township Code Enforcement Department**

**267-536-1011**

**Abington Township Planning and Zoning Office**

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