

# HOW TO START A SMALL BUSINESS in Haverford Township



BROUGHT





## Our Mission

The Haverford Partnership for Economic Development (HPED) is a nonprofit organization through which government, business, commercial property owners and residents effectively collaborate to facilitate business district revitalization and economic growth throughout Haverford Township.



# HOW TO START A SMALL BUSINESS in Haverford Township

*This guide provides an overview of the procedures, regulations, and licenses that affect every small business, as well as the additional licensing and training required for businesses that sell or handle food.*

Every business is unique and regulations can change, so please consider this pamphlet as a guideline, not a comprehensive resource. It is important that you contact your city or county offices (listed in this guide) to make sure that you are in compliance with current procedures.

## GETTING STARTED ...

All businesses are required to follow government rules and regulations, which differ depending on the type of business that you intend to open. It is important that business owners understand and comply with regulations to protect their customers and their business investment.

*Zoning regulations* specify what types of businesses can operate in a particular location and set rules about signs and parking. *Building code regulations* require that both the structure and the space within a business property are safe and accessible for customers and employees. Building codes specify how electrical, plumbing, heating, and fire safety systems must be installed and maintained.

For businesses that sell, serve, and/or prepare foods are subject to additional health regulations. Food establishment regulations specify how food storage, preparation areas, and equipment should be set up, and how systems like water supply and sanitation should be installed and maintained.



## IMPORTANT RESOURCES & Key Township Contacts:

### Haverford Township # (610) 446-1000

For all numbers listed below please dial the main number above and then the extension listed

#### ADMINISTRATION

|                     |               |          |
|---------------------|---------------|----------|
| Township Manager    | Larry Gentile | Ext. 208 |
| Executive Secretary | Gloria Cugini | Ext. 232 |

#### HUMAN RESOURCES

|          |                   |          |
|----------|-------------------|----------|
| Director | Maryann Del Pizzo | Ext. 231 |
|          | Karen Murphy      | Ext. 233 |
|          | Pat Henry         | Ext. 233 |

#### PUBLIC WORKS

|                    |              |          |
|--------------------|--------------|----------|
| Assistant Director | Dori Lasorsa | Ext. 263 |
|                    | Ron Barone   | Ext. 264 |

#### HEALTH DEPARTMENT

|               |               |          |
|---------------|---------------|----------|
|               | Nancy Guerra  | Ext. 501 |
|               | Susan Cook    | Ext. 204 |
| Animal Warden | Edward Hatton | Ext. 205 |

#### FINANCE

|                  |                   |          |
|------------------|-------------------|----------|
| Director         | Aimee Cuthbertson | Ext. 240 |
| Taxes            | Bobbie Schmerling | Ext. 242 |
| Accounts Payable | Lorraine Suny     | Ext. 244 |
| Payroll          | Anne Welde        | Ext. 246 |
| Accountant       | Stan Adams        | Ext. 243 |

#### FIRE MARSHAL

|              |          |
|--------------|----------|
| James Marino | Ext. 210 |
|--------------|----------|

#### CODE ENFORCEMENT

|                     |                    |          |
|---------------------|--------------------|----------|
| Director            | Lori Hanlon-Widdop | Ext. 250 |
| Contractor Licenses | Chris DeMitis      | Ext. 252 |
| Zoning              | Joan Scheck        | Ext. 253 |
| Rental Housing      | Jeanie Scorzetti   | Ext. 274 |
| Building Inspector  | Steve Andrien      | Ext. 271 |
| Inspector           | Joseph Celia       | Ext. 270 |
| Adm. Assistant      | Kelly Krause       | Ext. 254 |
| Inspector           | Steve Poole        | Ext. 275 |



Oakmont/Eagle  
 Burmont  
 Lancaster Ave.  
 Brookline  
 Llanerch  
 County Line  
 Manoa  
 Haverford Rd.  
 Pont Reading  
 Darby Road

## FAQ's

### How will the HPED benefit our Township businesses?

Fifty percent of HPED's proposed Board of Directors and committee members are drawn from businesses and or commercial property owners, ensuring strong representation from businesses in future revitalization initiatives. Haverford Township currently does not have an active business association to represent commercial interests in the township. The HPED will represent the varied interests of the many businesses throughout the Township and offer a unified voice when issues arise that directly impact the business community.

The HPED will ...

- Be a useful vehicle for obtaining and putting to use government funds for economic development and community revitalization.
- Improve the convenience of doing business in Haverford Township so that businesses here feel welcomed and supported.
- Work to improve zoning, codes and enforcement policy, clarifying business licensing procedures and providing friendly guidance to businesses.
- Seek to attract desirable and complementary businesses to fill vacancies within our business districts and attract more customers for Township businesses through marketing, special events and promotions.

## Steps to Take When Starting a Business

### Step 1 : PLANNING

- Do Background Research
- Identify potential location(s)
  - Know the laws
  - Estimate cash flow
  - Draft a business plan
  - Locate sources for equipment and wholesale purchases
  - Look into insurance options

- Talk with Haverford Township Government Offices
- Haverford Partnership for Economic Development (HPED)
  - Delaware County Chamber of Commerce

### Step 2: IDENTIFY YOUR SITE

- Talk with Haverford Township Government Offices for zoning information
- File a Use & Occupancy Application
  - File your business license registration

### Step 3 : OTHER APPROVALS AND REGISTRATIONS

#### Building Code Approval

- File for Use & Occupancy Certification
- Apply for Building Permits
- Undergo Inspections

Contact:

#### Health Code Approval

- (If selling or handling food)
- Apply for Plan Review
  - Apply for Food License
  - Undergo Inspections

Contact :

#### Business Registration

- Register for Taxes
- Apply for Licenses

Contact:

### Step 4 : GET FINAL INSPECTIONS AND APPROVALS

# OPEN FOR BUSINESS

## Why do we need an economic development corporation in Haverford Township?

The Township's older business districts are showing signs of physical deterioration and neglect. Intervention strategies are needed to revitalize the aging business districts so that we can maintain a charming, vibrant walkable community with a quaint hometown feeling that holds appeal for local residents and neighboring communities.

The HPED is needed to help improve the appearance and economic vitality of our business districts, foster a greater sense of community among business owners and operators, and establish better relations between businesses and the Township.

As an inner-ring suburb, Haverford Township is at risk to become progressively urbanized if concrete steps are not taken to revitalize our community business districts. The formation of an economic development corporation is a key component of any revitalization initiative.

History proves that non-profit economic development organizations can be successful and create positive benefits for businesses (and the entire community). When implemented successfully business district revitalization more than pays for itself in business tax revenues and appreciation in the market values of commercial and residential properties.



## Delaware County Business Assistance Organizations :

### Delaware County Government

[www.co.delaware.pa.us](http://www.co.delaware.pa.us)

This is the county's official homepage. It includes a listing of the various departments under county government including contact information. Also has a public access database of all property parcels within Delaware County.

### Delaware County Chamber of Commerce

[www.delcochamber.org](http://www.delcochamber.org)

The Chamber of Commerce works to strengthen the local business community through informational and networking programs. They also assist in business start-ups and have an educational foundation.



### Small Business Administration

[www.sba.gov](http://www.sba.gov)

SBA is an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns. It includes information on starting a business, and assistance for small enterprises.

### Widener Small Business Development Center

[www.widenersbdc.org](http://www.widenersbdc.org)

The Widener SBDC is one of 18 centers in Pennsylvania and is an accredited affiliate of the national network of Small Business Development Centers. Their team of professional consultants works confidentially with business owners in Delaware County to help companies maintain a competitive edge.

### Delaware Valley Industrial Resource Center

[www.dvirc.org](http://www.dvirc.org)

Running a business doesn't always leave time for strategizing. But if you don't set goals, analyze your strengths and weaknesses, and create a plan for achieving your goals, you risk never achieving them. DVIRC can help. The Delaware Valley Industrial Resource Center (DVIRC) is an organization dedicated to helping manufacturers in the Philadelphia region compete and grow. They host several educational forums and networking opportunities for manufacturers.

## Small Business Assistance (continued)

Other organizations that offer free or low-cost services to Philadelphia-area entrepreneurs include:

### Philadelphia Development Partnership

Phone: 215-545-3100

Nonprofit organization providing training and technical assistance, small loans, and a network of peers, service providers, and consultants.

### Wharton Small Business

Development Center

Phone: 215-898-4861

Low-cost or free consulting and training services to help plan and grow your business.

### Temple University Small Business

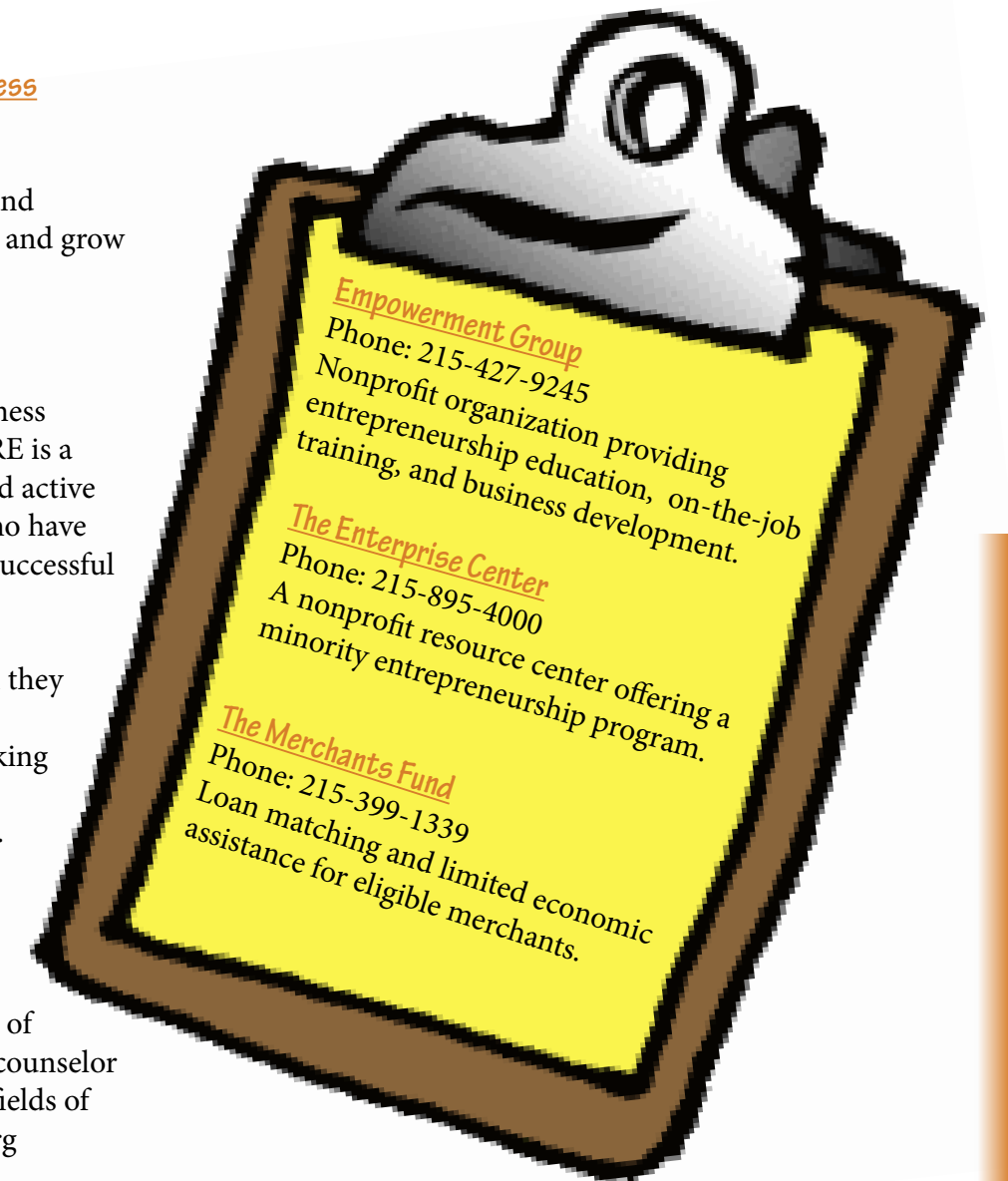
Development Center

Phone: 215-204-7282

Low-cost or free consulting and training services to help plan and grow your business.

### SCORE

Sponsored by the Small Business Administration (SBA), SCORE is a volunteer group of retired and active business men and women who have had or currently maintain a successful career as an executive and entrepreneur. They offer free business counseling in which they share their knowledge and experience with anyone thinking of starting, expanding or maintaining a small business. SCORE Counselors have various business backgrounds ranging from manufacturing to retail and services. Your particular area of interest can be matched to a counselor from any one of the seventy fields of expertise. Visit [www.Score.org](http://www.Score.org)



### Empowerment Group

Phone: 215-427-9245

Nonprofit organization providing entrepreneurship education, on-the-job training, and business development.

### The Enterprise Center

Phone: 215-895-4000

A nonprofit resource center offering a minority entrepreneurship program.

### The Merchants Fund

Phone: 215-399-1339

Loan matching and limited economic assistance for eligible merchants.



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Please visit [www.hped.org](http://www.hped.org) for more information