# Doing Business in Coatesville

This is a brief guide to help you navigate becoming a business person in the City of Coatesville. It will not be all encompassing but rather lead you to various aspects of city rules and regulations in order to help you succeed in getting started here.

We are actively seeking business opportunities for our main street storefronts and would welcome the chance to meet with a current business owner, a future business owner or someone with a great idea who is looking for advice to get started.

Coatesville has a variety of main street storefronts available from First Avenue to 3rd Avenue for office space or retail use. There are a number of new projects that are ongoing creating new spaces as well. For those who want to own their own space a number of the locations are available for purchase. We also have space away from the main business district that are business friendly. Parking is relatively available and is a combination of off-street and metered on street or nearby city lots.

So whether you are a builder, baker or candlestick maker, Coatesville is a city of opportunity. We have partners to work with who are experienced in economic development, business incubation and have small spaces for startups. Our costs are reasonable compared to the region around us which is great for the capital challenged business but close enough to regional transportation to get where you need to go.

Coatesville is also a designated OZ community - The Opportunity Zone program was established by the 2017 Federal Tax Cuts and Jobs Act. The community development program is designed to be a market-driven approach to encourage private equity investment in low-income communities. Investors roll over capital gains from other investments into Qualified Opportunity Funds (QOFs), which invest in real estate and/or business equity within Qualified Opportunity Zones (QOZs). Investors in QOFs can defer and eliminate capital gains taxes.

Eligible investments include: real estate (equity interests in real estate development projects - whether commercial, industrial, or residential - and business property and equipment), partnership interest (in existing or startup businesses that operate within a QOZ), and stock ownership (equity interests in a business that derives at least 50% of its income from activity within a QOZ).

**Getting Started**

To help you get started we suggest that you make an appointment with a City representative (City Manager or Assistant City Manager) and go over your business plan so that we can become familiar with your business and be able to work with you on being successful. We can put you in touch with the various partners, landlords and financial institutions in the area.

**New Businesses**

All businesses in the city must be registered by filing an application with pertinent information such as business name and address, business contact information, owner's name, owners contact information, etc. The Business Privilege Registration application is available at City Hall. If you are a potential landlord buying an investment property you are considered a business and subject to the tax. You will also need a Use and Occupancy permit to define any structural changes and the proposed use of the property.

**Contractors**

All contractors looking to do business in the city must register and pay an annual fee along with required insurance information such as general liability, workers compensation and automobile. These permits are available through the Codes department. An example of the Contractor Registration Application is included in this packet. The actual application is available in the City Hall Codes office. Contractors will also need to remember the requirements for obtaining a building permit to do most work in the city. Again we suggest a pre-application meeting with the Codes Department.

**Landlords**

All private land or building owners who rent or lease their property are subject to a variety of registration applications and also code regulations. Landlords must apply for the Business Privilege Tax, Rental License and Rental Inspections. The Rental License and Business Privilege are an annual fee and the Rental Inspection is semi-annual unless there is turn over in tenant occupancy then an inspection is due before the new tenant can move in.
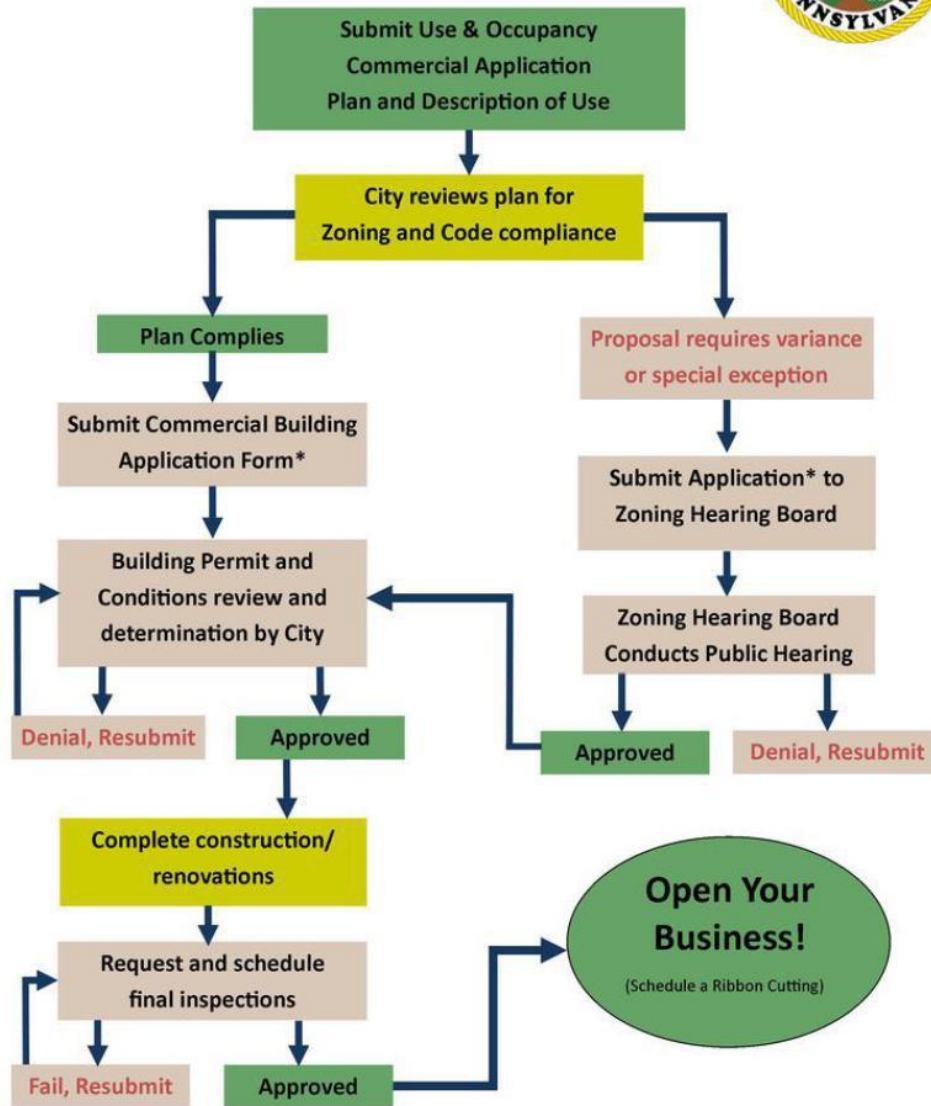
**Developers**

A new business looking to develop an existing building or vacant lot will have a full process to follow in regard to land use, engineering, zoning etc. We recommend setting up a pre-application meeting with City officials to look over your proposal and offer some guidance to help the plan be as complete as possible.

**Get to Know our Codes Department**

Since there are always rules and regulations we try to make it simple for our community. This is the group to get to know as you plan your business and look at your needs. The Coatesville Codes department reviews all building plans and construction requests and issues the proper permits to get your project going. This includes any inspections needed for the work to be done, use and occupancy, and rental inspections if you are looking to be a landlord or investor. There may even be some engineering reviews if you are looking at new construction or a major project. We suggest a pre-application meeting with our Codes Department to help navigate our approval process.

Our partners at 2ⁿᵈ Century Alliance summed it pretty well in the flow chart below.
It isn't a full path but it will work as a guide as your needs may vary.

**BUSINESS START UP FLOW CHART**

Submit Use & Occupancy
Commercial Application
Plan and Description of Use

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City reviews plan for
Zoning and Code compliance

**Plan Complies**

Submit Commercial Building
Application Form*

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Building Permit and
Conditions review and
determination by City

Denial, Resubmit          **Approved**

↓

Complete construction/
renovations

↓

Request and schedule
final inspections

Fail, Resubmit          **Approved**

Proposal requires variance
or special exception

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Submit Application* to
Zoning Hearing Board

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Zoning Hearing Board
Conducts Public Hearing

**Approved**          Denial, Resubmit

**Open Your
Business!**

(Schedule a Ribbon Cutting)

*All forms are available under the codes/forms tab on the City's website; www.coatesville.org. Time frames may vary.
It is recommended that anyone wishing to open a new business meet with the City Codes/Zoning officials prior to
submitting an initial application. Contact 610-384-0300.

**Top Contacts**

To help with your business planning here are some local contacts:

**Coatesville City Administration**
Main Office Number - (610) 384-0300
Contacts:
James Logan, City Manager – jlogan@coatesville.org
Chip Huston, Assistant City Manager – chuston@coatesville.org
Steve Dobson, City Codes Director/Fire Chief – sdobson@coatesville.org

**2nd Century Alliance**
The **mission** of the 2nd Century Alliance is to develop and execute a strategy to build the City of Coatesville's capacity to improve current conditions, stabilize the socio-economic stature of the City, foster economic development, and bring resources and community partners together for these purposes.

Contacts:
Office number - (484) 786-8896
Sonia Huntzinger, Economic Development Administrator - shuntzinger@2ndcenturyalliance.org
Amber Little Turner, Downtown Business Coordinator - amber@2ndcenturyalliance.org
Urias Cole, Coatesville Community Coordinator - ucole@2ndcenturyalliance.org

**Coatesville Redevelopment Authority**
The mission of the Coatesville Redevelopment Authority is to facilitate commercial, industrial and residential redevelopment; promote economic development home ownership/rehabilitation and eradicate blight within the City of Coatesville per the mandates and authority of the PA Urban Redevelopment Law.

Contact: Ruthann Mowday, RDA Administrative Assistant – admin@coatesville.org

**Western Chester County Chamber of Commerce**
The mission of the chamber is to connect members to new ideas, resources and relationships to achieve their goals. The vision is for a thriving region that is well-connected, innovative and accessible for community and business growth. They are committed to being the leading resource for businesses and organizations in the community, to build regional cooperation to strengthen business retention, growth and revitalization, and to enhance value for members through education and events.

Contact: Donna Steltz, Executive Director - Donna@westernchestercounty.com
Main Office Number - (610) 384-9550