Business Startup Flow Chart

Submit Use & Occupancy Commercial Application Plan and Description of Use

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City reviews plan for Zoning and Code compliance

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Plan Complies

Proposal requires variance or special exception

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Submit Commercial Building Application Form*

Submit Application* to Zoning Hearing Board

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Building Permit and Conditions review and determination by City

Zoning Hearing Board Conducts Public Hearing

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Denial, Resubmit　**Approved**

Approved　**Denial, Resubmit**

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Complete construction/ renovations

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Request and schedule final inspections

↓ ↓

Fail, Resubmit　**Approved**

Open Your Business!

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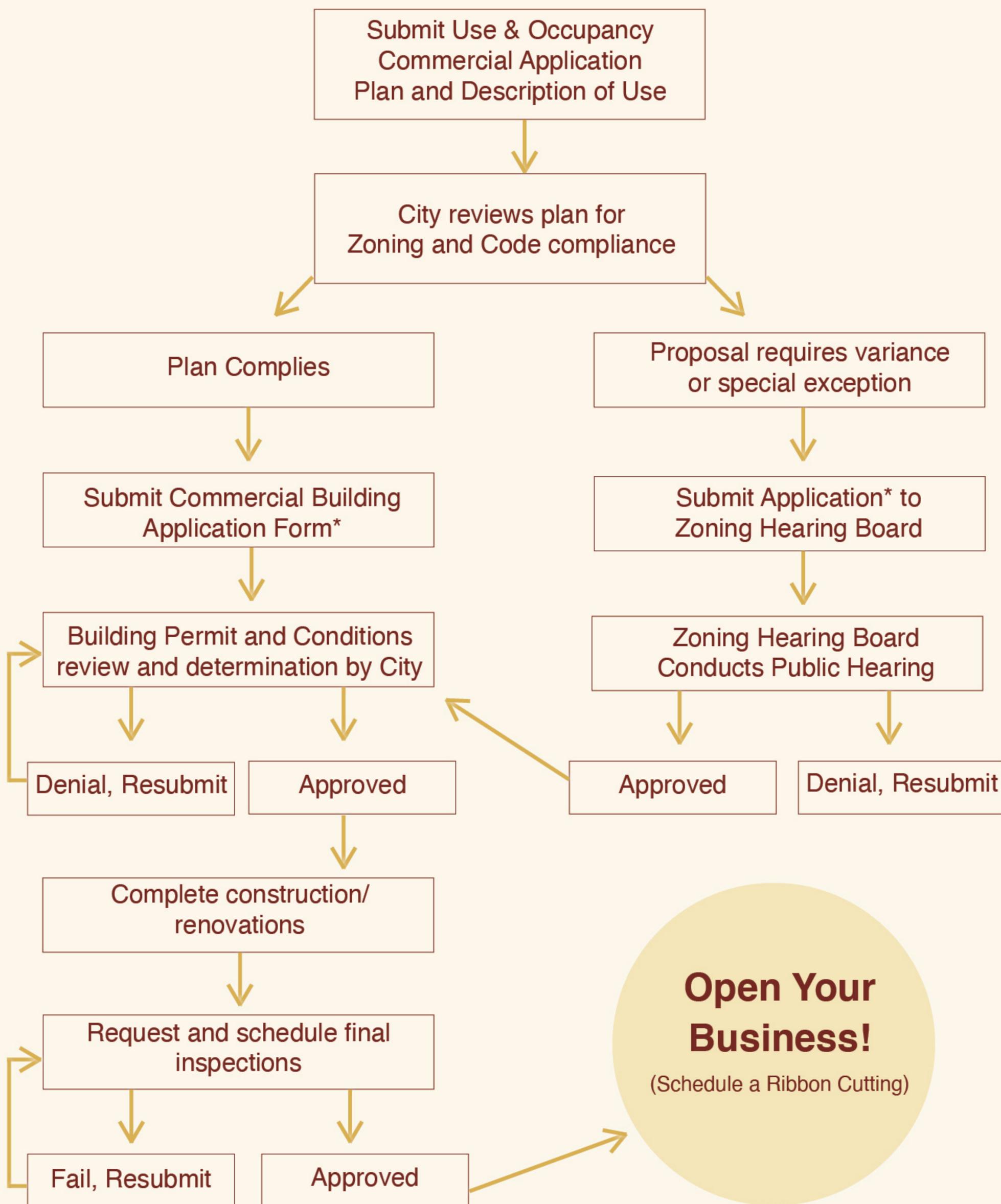
All forms are available under the codes/forms tab on the City's website, www.coatesville.org. Time frames may vary. It is recommended that anyone wishing to open a new business meet with the City Codes/Zoning officials prior to submitting an initial application. Contact 610-384-0300.