

APPLICATION FOR HOME OCCUPATION PERMIT

Township of Upper St. Clair
1820 McLaughlin Run Rd., Upper St. Clair, PA 15241
Phone: 412.831.9000 Ext 5010 FAX: 412.854.0773 www.twpusc.org

ZON NO: _____

Type of Use: HO
Type of Review: F
Occupancy/Use: CHG

I (We) hereby make application for a home occupation permit:

Property Address:

Applicant(s) Name:

| Email:

Address (if different from above):

City:

Zip:

Home Phone:

Business Phone:

Cell Phone:

If Applicant is other than Owner, specify relationship (i.e. tenant, relative) and have Owner complete Owner's Statement below.
Relationship:

Owner(s) Name & Address (if different from above):

City:

Zip:

Home Phone:

Email:

Cell Phone:

Current and/or Former Use of Property:

PLEASE PROVIDE A BRIEF DESCRIPTION OF HOME OCCUPATION (include business name):

Fee: \$25.00

**Cash Rec. No. or
Check No. & Bank Name:**

OFFICE USE

APPLICANT'S STATEMENT

I have read and understand the Township's Home Occupation Standards as set forth in Chapter 130 of the Township Code and agree to conduct home occupation activities in strict accordance with said provisions.

I hereby state that I am a Resident(s) of the above-described property, and that all of the statements contained above are true and correct.

Applicant's Signature

Date

PROPERTY OWNER'S STATEMENT

I hereby state that I am the Owner of the above-described property, and that I have no objection to the filing of this application for home occupation and conduction of said home occupation, subject to approval by the Township of Upper St. Clair.

Property Owner's Signature

Date

**TOWNSHIP OF UPPER ST. CLAIR AND UPPER ST. CLAIR SCHOOL DISTRICT
BUSINESS / SELF-EMPLOYMENT REGISTRATION FORM**

This form must be completed in full, signed and returned within fifteen (15) days to the Township of Upper St. Clair Business Tax Collector; **Township of Upper St. Clair Tax Office, 1820 McLaughlin Run Road** (412)831-9000 Ext. 226. All questions must be answered completely. All information will be kept confidential.

CHECK ONE: **INDIVIDUAL** **PARTNERSHIP** **CORPORATION** **OTHER**

EMPLOYER NAME: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

TRADE NAME (IF ANY): _____

LOCAL UPPER ST. CLAIR ADDRESS: _____ TAX BILLING ADDRESS: _____

LOCAL PHONE NO. (____) _____ OTHER PHONE NO. (____) _____

CONTACT PERSON: _____ CONTACT PERSON: _____

NATURE OF BUSINESS: _____

DATE BUSINESS COMMENCED: _____ DATE FIRST WAGES PAID: _____

CHECK APPROPRIATE TAXES APPLICABLE TO YOUR BUSINESS:

Earned Income Tax Withholding @ 1.3% (.013) = for remitting tax withheld on resident or non-resident employees not subject to a similar tax at place of residence.

Payroll Service will be submitting quarterly payments. Name of Service _____

Local Services Tax (LST) @ \$52.00 per employee (Formerly known as Emergency Municipal Services Tax or EMS) = for remitting tax withheld on **all employees** engaged in occupation within the Township of Upper St. Clair, or self-employed individuals.

Payroll Service will be submitting quarterly payments. Name of Service _____

Mercantile Tax @ .15% (.0015) = for remitting tax on gross receipts of retail vendors, restaurants or other places where food, drink or refreshments are sold (**Wholesale Vendor/Broker-Mercantile tax rate is .0010.**)

Does this business contract with an outside organization for any retail, wholesale sales operation or services conducted within the Township of Upper St. Clair? (for example, mercantile and/or business privilege taxes on their own)

_____ YES _____ NO

SIGNATURE _____ TITLE _____ DATE _____

REQUEST FOR REGISTRATION

TAX INFORMATION FOR SELF-EMPLOYED INDIVIDUALS, BUSINESS OWNERS & EMPLOYERS

As you conduct business operations in the Township, please be advised of the various taxes that the Township collects from employers and businesses.

LOCAL SERVICES TAX –

This is an annual \$52.00 tax paid by all employees, regardless of residency, who earned \$12,000 or more during any calendar year for which the tax was levied, subject to the exemptions set forth in §118.24.1. of the USC Code.

EARNED INCOME AND NET PROFITS TAX -

Earned Income and Net Profits Tax is a 1.3% (0.80% Township; 0.5% School District) tax on earned income and compensation (W-2 income from salaries or wages) and net profits from a business, profession, or farm (Federal Schedules C, E, F, and K-1 (1065) and other forms of earned income as defined by the Local Tax Enabling Act. www.twp.org/finance/taxes/earned/index.htm

MERCANTILE TAX –

The School District levies and the Township collects the tax on gross wholesale and retail sales. The taxes are due by October 1, for the year ended June 30. Tax forms are mailed in July of each year. www.twp.org/finance/taxes/mercantile/index.htm

REAL ESTATE TAXES –

These taxes, levied by the Township and the School District, are based on the assessed value of real property and a millage rate. The Township and School real estate tax statements are mailed annually. The Township statements are mailed May 1 and payments at discount are due by June 30. Payments at the face amount are due by August 31. Any unpaid taxes as of September 1 are subject to a 10% penalty. The School statements are mailed July 1 and payments at discount are due by August 31. Payments at the face value amount are due by October 31. The unpaid taxes as of November 1 are subject to a 10% penalty. www.twp.org/finance/taxes/realestate.htm

OTHER REQUIREMENTS –

The names, addresses and contact persons of any leased departments that operate within your facility or store. If you are a property owner, you are required to register your tenants annually and report any change of tenants monthly.

Please complete the attached registration form so that we can update our records. If you should have any questions regarding the tax collection procedures, please contact the **Upper St. Clair Tax Office** at 412-831-9000 Ext 226