



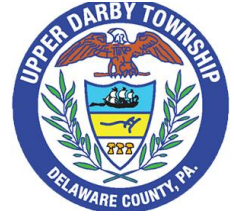
# Upper Darby Township, PA

Department of Licenses & Inspections

100 Garrett Road Upper Darby, PA 19082

610-734-7613

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



## NOTICE

### To: All Individuals and Businesses Conducting Business with the Department of L&I

Effective December 1, 2024, all individuals and businesses conducting business with the Upper Darby Township Department of Licenses & Inspections are required to have a valid Upper Darby Township Business Privilege License and/or Mercantile License.

As required by Upper Darby Township Law, Chapter 489, Specifically, under Article VII, Section 489-71:

**Any person, business, or organization operating within Upper Darby Township must apply for and obtain a Township Business Privilege License and/or Mercantile License.**

The Department of Licenses & Inspections **cannot process or issue** the following without proof of a valid Business Privilege License and/or Mercantile License:

- Contractor Licenses (new or renewal)
- Rental Licenses (new or renewal)
- Business Licenses (new or renewal)
- Commercial Use & Occupancy Certificates (for new businesses, etc.)

### INFORMATION FOR APPLICANTS

**Annual Fee:** \$50 (effective January 1, 2024)

**Business Privilege License:** Required for service businesses; renew annually by January 1

**Mercantile License:** Required for businesses selling products; renew annually by April 1

**Dual License:** Businesses offering both services and products must obtain both licenses

### HOW TO APPLY

Submit applications and payments to **e-Collect**, the tax collection agency for Upper Darby Township:

- **Address:** 804 Fayette Street, Conshohocken, PA 19428
- **Phone:** 866-225-0033
- **Email:** [info@eCollectPlus.com](mailto:info@eCollectPlus.com)
- **Website:** [www.eCollectPlus.com](http://www.eCollectPlus.com)

Required forms, including the Business Privilege / Mercantile Tax Registration Form can be downloaded from e-Collect's website.

### GENERAL INFORMATION

1. **Verification:** Applicants must submit a copy of their valid Business Privilege or Mercantile License when applying for permits, licenses, or approvals.
2. **Compliance:** Licenses, permits, and certificates cannot be issued without a valid license.

**Failure to comply with these requirements may result in delays or denial of licenses, permits, or certificates.**

For assistance, please contact e-Collect or the Upper Darby Township Tax Office at 610-734-7604.