

Opening a Business In Philadelphia

Listed below are some of the steps and requirements to open a business in Philadelphia:

1. Apply for a Business Tax Account Number. Apply online at this site or visit the Municipal Services Building, Public Concourse Level, 1401 John F. Kennedy Boulevard.
2. Obtain a Business Privilege License to do business in Philadelphia. You can obtain the license from the Department of Licenses & Inspections at the Municipal Services Building, Public Concourse Level, 1401 John F. Kennedy Boulevard or call 215-686-2490. The lifetime license fee is currently \$200. A three-consecutive day permit is also available for \$100.
3. If you have employees you must withhold the City Wage Tax. In the “Search” section of this site, click on “Wage Tax”.

Doing Business in Philadelphia

Examples of activities which constitute doing business in Philadelphia are:

1. Making sales or performing activities which affect sales;
2. Providing services or performing activities which affect providing services;
3. Performing acts regularly and continuously in Philadelphia which affect a business objective;
4. Maintaining an active presence in Philadelphia for the purpose of continued efforts in the pursuit of gain.

For additional information on what constitutes doing business in Philadelphia refer to Section 103 of the Business Privilege Tax Regulations which can be downloaded from the “Regulations” page on this site.