

**Radnor Township Business Tax Department**  
**Frequently Asked Questions**  
**About Business Privilege and Mercantile Taxes**

Date: August, 2022

**QUESTION(S) ABOUT OUT OF TOWN CONTRACTORS**

**QUESTION:** I am a contractor based in Lower Merion, but am working on a month long project in Radnor. I already register with the Township's Community Development (CommDev) Department. Do I also have to register with the Business Tax Department?

**ANSWER:** Yes. The Tax Code and Regulations require all businesses operating in the Township to register with the Business Tax Office, whether or not the business has an actual base of operation in the Township. Businesses without an actual base of operation in the Township must register if they conduct business in the Township for 15 or more days in the calendar year. Out of town contractors must provide the Business Tax Department with the job name and location on the registration form. Although the registration form is not required annually, out of town contractors must notify the Business Tax Office of additional job locations in the Township, in the same way that taxpayers that move or open additional locations must notify the Business Tax Office. Only one business license is required for out of town contractors, even if there are more than one job in a given year, unless the job locations constitute Bases of Operation of the contractor.

Out of town contractors must also file a Business Privilege Return annually, and pay estimated current year taxes, until such time as they notify the Township that they have completely ceased operating in the Township and file a final/termination return.

Note that Home Improvement Contractors who are required to register with the Pennsylvania Attorney General's Office under the Home Improvement Consumer Protection Act are not required to pay the \$10 annual business license fee so long as they provide proof of annual registration with the Attorney General's Office under the Act and payment of the fee associated therewith.

*Please refer to the Township's Business Tax Regulations for more information on filing requirements for out of town contractors.*