

How Do I? FAQs

Report missed trash/recycling pickup:

If your trash/recycling is not picked up on trash/recycling day, please call 610-269-0344, ext 200 or email info@downingtown.org. Remember that trash/recycling must be put out at the curb *the night before* pickup.

Get A Building Permit Application:

Building, electrical, plumbing, mechanical and zoning permit applications can be found [here](#). They can also be picked up at Borough Hall, Monday through Friday between 8:30 AM and 4:30 PM.

Start a Business:

In order to operate a business in the Borough, one must first complete a Commercial Zoning Permit Application, which can be obtained at Borough Hall or [here](#). There is a \$100.00 application fee.

Obtain a Resale U & O Permit:

Certificate of Compliance (U & O) permits are required prior to the resale of any property in the Borough. The fee is \$100 and applications can be found [here](#).

Get a copy of an accident / police report:

It is recommended that you have your insurance company contact the Police Department. Normally, it will expedite the process if the police department deals directly with the insurance company, and it will save you time and work. If you elect to purchase the report yourself, you may do so Monday through Friday between 8:30 AM and 10:30 PM at the Downingtown Police Department. The fee is \$15.

Pay A Parking Ticket:

Parking tickets can be paid via mail or in person at Borough Hall. Cash, check and money orders will be accepted as payment when paying in person. Tickets can be paid with credit card online ([click here](#)). Citations cannot be paid at the Borough Hall. They must be paid at the District Court location listed on the citation.

Report A Broken Street Light:

To report a street light that is not working, please call the Borough Office at 610.269.0344 Ext. 238 or email info@downingtown.org. Please provide the pole number, which is located on the pole, and/or the exact location when reporting the problem. Remember it is difficult to locate a street light that does not work during the day when the lights are not on.

Dispose of tree branches:

Downingtown Borough chips tree branches on the 2nd Monday of the month by appointment. There is a 15 minute limit per property. Call 610.269.0344 ext. 238 or email lwise@downingtown.org by the Friday prior, to be placed on the list for branches.

Clear Snow/Ice:

All snow and ice must be removed from sidewalks within 48 hours after the snow stops falling. Details can be found on our Winter Weather Info page [here](#).

Snow Emergency Information:

When a Snow Emergency is declared, all vehicles must be removed from snow emergency routes, East Church Street and the 200 Blocks of Mary Street and William Street. All the details can be found on our Winter Weather Info page [here](#).

Dispose of yard waste:

Outside burning to dispose of leaves, yard waste and trash is prohibited in the Borough. Yard waste can be deposited in the marked dumpster next to the Public Works building. No bags or branches may be put in this dumpster. Leaves are collected each fall by the Public Works Department. Look for notices of pickup dates on our website.

Dispose of bulk items, TVs and Electronics:

Residents are permitted to place one (1) bulk item (stove, sofa, mattress, rolled rug, etc.) out at curbside with their trash on the last pickup day of the month. Covered devices, such as computers, laptops, monitors and televisions **cannot** be put out for trash collection. To find more information on where to recycle electronics, call the PA DEP toll-free hotline at 1-800-346-4242. For additional information, please visit our [Trash and Recycling](#) page.

Rent a Pavilion at Kerr Park:

The Lions and Optimist pavilions are available for rental during the Spring/Summer/Fall Seasons. Details and fees can be found on the application, located on the Parks/Rec page [here](#).

Pay a Sewer/Refuse Bill:

You may mail the payment, along with the payment stub to Borough of Downingtown, c/o DNBFirst, P.O. Box 1004, Downingtown, PA 19335-0904. You may also pay in person at Borough Hall during regular business hours, or drop your payment in the payment box located behind Borough Hall. You may also pay online [here](#).

Pay a Property Tax Bill:

Borough Property Tax Bills are mailed out on April 1st. Payments should be mailed with payment stub to Borough of Downingtown, c/o DNBFirst, P.O. Box 1004, Downingtown, PA 19335-0904.

Pay a Water Bill:

Water bills are generated by the Downingtown Municipal Water Authority, located at 100 Water Plant Way in Downingtown. For payment options, call 610.269.5362 or visit the website at www.dtownwater.com. WATER BILL PAYMENTS ARE ***NOT*** ACCEPTED AT BOROUGH HALL

Report door-to-door solicitors:

Individuals are allowed to solicit between the hours of 10am – 5pm, Monday through Saturday **with a valid permit** issued by the Borough. If they cannot produce the permit upon request, or they are using aggressive tactics, please report them to the Police Department immediately by using the non-emergency phone number – 610.269. – 610.383.7000.

Find out if an address is in the Borough:

Call Borough Hall at 610.269.0344 ext. 200 or email info@downingtowntown.org You may also utilize the County's GIS page [here](#).