



Advertising Requirements FACT SHEET

For more information, contact Shelley A. Houk, PSAB Director of Research at shouk@boroughs.org or 717-236-9526, Ext. 1018.

Listed below are the legal advertising requirements for the Borough Code.

Please note when the law refers to a “newspaper of general circulation” as defined in the Newspaper Advertising Act it is “a newspaper issued daily, or not less than once a week, intended to general distribution and circulation, and sold at fix prices per copy per week, per month, or per annum, to subscribers and readers without regard to business, trade, profession or class.”

BOROUGH CODE PROVISIONS

Bids over \$19,100 (Section 1402 B.C.)	Twice: 1.) Not more than 45 days prior to the date set for the opening of bids; 2.) Not less than 10 days prior to the date set for the opening of bids in a newspaper of general circulation or in a weekly paper once a week for two successive weeks.
Selling borough real property or personal property [Section 1201 (4)] or Auction	One time not less than 10 days prior to the date fixed for the opening of bids.
Annual Budget (Section 1308)	It must be available for 10 days public inspection prior to adoption.
Civil Service Exams (Section 1181)	Once at least two weeks prior to the exam.
Auditors' Financial Statements (Section 1043)	One time within 10 days of completion of the audit
Fire Prevention Code [Section 1202 (24)]	Once in a newspaper of general circulation at least one week and no more than three weeks prior to presentation to council.
Incorporation of Boroughs (Section 204)	One newspaper of general circulation and legal journal not less than 30 days following filing, once a week for four consecutive weeks.
Ordinances, amended or repealed [Section 1006 (4)]	One time in a newspaper of general circulation not less than seven days nor more than 60 days prior to passage.
Ordinances (codification) (Section 1008)	Enacted as a single ordinance, advertise at least 15 days before enactment.
Ordinance, Sewage Treatment Works Construction Outside Borough (Section 2010)	Once a week for four weeks in a newspaper of general circulation.

Ordinance, Transcripts in new ordinance book (Section 1012)	Once in a newspaper of general circulation.
Plumbing Code [Section 1202 (24)]	Once in a newspaper of general circulation at least one week and no more than three weeks prior to presentation to council.
Public Auction [Section 1201 (4)]	Not less than 10 days prior to auction.
Purchases/contracts [Section 1402 (a)]	The first advertisement not less than 45 days and the second not less than 10 days prior to the date fixed for the opening of bids not less than three days between advertisements. Third, posting in a conspicuous place in the borough.
Resolutions of Legislative Character [Section 1006 (4)]	Once not less than 7 days or more than 60 days prior to passage.
Shade Tree Commission-planting, removal or transplanting of trees (Section 2726)	Once a week for two weeks in a newspaper of general circulation prior to the meeting. The notice shall specify the streets or portion thereof affected.
Street Opening (Section 1732)	At least 15 days notice in a newspaper of general circulation and after 15 days' personal notice to the property owners affected.
Street Vacation (Section 1741)	Advertise once no less than 7 days prior to passage; no such ordinance shall be effective for 40 days. If street is on recorded plan, 30 days notice in a newspaper of general circulation of the proposed vacancy. Posting of notice on affected property. Hearings on petitions against vacation-at least 15 days notice prior to hearing.