

CHECKLIST

Documentation Required for a Temporary Business, Solicitation OR Special Event Permit

- 1. Completed application, sign and date (*) *Door-to-Door note the number of attachments (pg# of pg#) see #6*
 - 2. Proof of nonprofit in order to qualify for exemption from permit fees
 - 3. Certificate of Liability Insurance (proof of insurance)
 - 4. List of all people associated with the event
 - 5. Proof of property owner permission
 - 6. Copy of applicant's driver's license/photo ID (Door-to-door activities require photo ID's from all participating individuals) Please note the number of page attachments on the primary application. (**)College Township does not charge for each individual participating in a door-to-door event; however, since this is a door-to-door with multiple participants (in lieu of a list) attach application page per canvasser. Each canvasser must complete the top of the page (answering the criminal record question ...and sign/date the bottom.)*)
 - 7. Copy of door hangers and all information being distributed via solicitation
- The proposed use of **temporary signage** will require the completion of a temporary sign permit application.
- The proposed use of **temporary structures** will require the completion of a building permit application.

Temporary business, solicitation, or special event operations that utilize signage and/or temporary structures will be processed with a consolidated permit procedure.

- Proposed **sales of food** will require proof of permit or authorization from the State College Health Department. Please contact Sarah Smith for further information at:

State College Health Department

243 South Allen Street
State College, PA 16801
(814) 234-7191

bodonnell@statecollegepa.us

For Informative Consumer Safety & Food Product Recalls by the PA Dept of Agriculture visit:

<http://www.eatsafepa.com/>

Fees and Maximum Timeframes for Temporary Businesses, Solicitation, or Special Events within College Township

Most temporary businesses, solicitation or special event activities are limited to 13 weeks per calendar year - some exceptions may apply. Please contact the Zoning Department for a complete listing of exceptions to the 13-week limitation.

Temporary businesses, solicitation, or special event permits cost \$50.00 for the first week or any part thereof. There is a \$30.00 fee for each additional consecutive week. Again, fees may be waived with adequate proof of nonprofit status.

Please go to the College Township website for a complete listing of Township Codes and applications: www.collegetownship.com.

FEES ARE DUE
ON
SUBMISSION

COLLEGE TOWNSHIP MUNICIPAL OFFICES

1481 EAST COLLEGE AVENUE, STATE COLLEGE, PA 16801
PHONE: (814) 231-3021 FAX: (814)231-3020

APPLICATION FOR TEMPORARY BUSINESS/SOLICITATION SPECIAL EVENT PERMIT
(PLEASE PRINT CLEARLY) - (ITEMS REQUIRED-CHECKLIST ON REVERSE SIDE OF THIS FORM)

Name: _____ Email: _____ Date: ____ - ____ - ____

Phone Number: ____ - ____ - ____
Address: _____

Do you have a previous criminal record?
Yes ____ No ____
If yes, list offenses and penalties imposed:

College Township reserves the right to request PA State Police background checks of applicants.

Note: For Door-to-Door applications, copies of ALL Drivers' Licenses for door-to-door participants MUST be provided and complete the top portion of this document and sign.



Name of Business or Sponsor: _____
Address: _____

Phone Number: ____ - ____ - ____
Email: _____

Name of Non-Profit: _____
Address: _____

Phone Number: ____ - ____ - ____
Email: _____

If additional entities/parties, please attach information.

Location of Proposed Activity: _____

State the nature of the temporary business and/or solicitation and/or special event. Describe the type of goods, wares, merchandise or service offered.

How long do you wish to be licensed? _____ A.M. _____ P.M.
(Please specify exact date(s) (Start) (End))

Complete if proposing the sale of food: Attached proof that all Health Code requirements are satisfied.

Complete if using a cart for your business:

Cart: _____
(Color) (Description)

Complete if going door to door using a vehicle:

Vehicle: _____
(License Plate No.) (Color) (Model) (Year)

Signature of Applicant: _____ **Date:** ____ - ____ - ____

Zoning Approval: _____ **Date:** ____ - ____ - ____