CHECKLIST

Documentation required for submission of Application for Temporary Business and Solicitation Permit

NOTICE: COMPLETE SUBMISSIONS MUST BE RECEIVED 10 – WORKING DAYS PRIOR TO YOUR PROPOSED START DATE.

TEMPORARY BUSINESS

Most temporary businesses, solicitation or special event activities are limited to 13-weeks per calendar year - some exceptions may apply in §Chapter 200-41 Temporary Use. Please contact the Zoning Department for a complete listing of exceptions to the 13-week limitation.

☐ 1. Completed application, sign and date
☐ 2. Copy of (Contact Person/Applicants’ valid driver license/photo ID).
☐ 3. Permit Fees or proof of nonprofit in order to qualify for exemption from permit fees
   A203-7 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. Note that week runs from start day of week. (Example Starts: FRI Ends: THURS)
☐ 4. Certificate of Liability Insurance (proof of insurance)
☐ 5. List of all people associated with the event
☐ 6. Proof of property owner permission
☐ 7. The proposed use of temporary signage will require the completion of a temporary sign permit application.
☐ 8. The proposed use of temporary structures will require a SITE PLAN that identifies location and distances of structure(s) and sign(s) application.
   Temporary business, solicitation, or special event operations that utilize signage and/or temporary structures will be processed with a consolidated permit procedure, fees as stated in A203-7, above.
☐ 9. Proposed retail sale of food (non-prepared) will require proof of licensing or authorization from the State College Health Department or Pa Department of Agriculture.

SOLICITORS

Solicitations, fixed fundraiser and/or door-to-door activities are limited to 13-weeks per calendar year.

☐ 1. PRIMARY CONTACT - Completed application, sign and date (*).  
   (*) Door-to-Door Please, FOLLOW THE NOTED INSTRUCTION ON THE APPLICATION FOR EACH DOOR-TO-DOOR CAVASER.
☐ 2. Copy of (Primary Contact Person/Applicants’ valid driver license/photo ID) on primary application.
☐ 3. Permit Fees or proof of nonprofit in order to qualify for exemption from permit fees
   A203-7 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. Note that week runs from start day of week. (Example Starts: FRI Ends: THURS)
☐ 4. Certificate of Liability Insurance (proof of insurance)
☐ 5. List of all people associated with the event
☐ 6. Proof of property owner permission. Does not apply to Door-to-Door Solicitors.
☐ 7. Fixed location solicitors/fundraisers that propose use of temporary signage require the completion of a temporary sign permit application.
☐ 8. Fixed location solicitors/fundraisers that propose use of temporary structures will require a SITE PLAN that identifies location and distances of (but not limited to) tables, structure(s) (Example: shade canopy) and proposed sign(s) locations.
   Temporary business, solicitation, or special event operations that utilize signage and/or temporary structures will be processed with a consolidated permit procedure, fees as stated in A203-7, above.
☐ 9. Proposed retail sale of food (non-prepared), food by donation, or food samples will require proof of licensing or authorization from the State College Health Department or Pa Department of Agriculture.
APPLICATION FOR TEMPORARY BUSINESS/SOLICITATION SPECIAL EVENT PERMIT

(PLEASE PRINT CLEARLY) - (ITEMS REQUIRED-CHECKLIST ON REVERSE SIDE OF THIS FORM)

☐ Name: ___________________________________________ Date: _____-____-_______

Email: ___________________________________________

Phone: ______-_____-________

Address: __________________________________________

________________________________________

☐ Do you have a previous criminal record? 
Yes____  No____

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

If yes, list offenses and penalties imposed:

________________________________________________________________________________

________________________________________________________________________________

☐ Note: For Canvasser’s Door-to-Door, each participating solicitor must complete the top portion of this document (include valid driver’s license per participant) and identify the business below, Canvasser must sign at the bottom, and submit with the primary application.

Name of Business or Sponsor: _______________  ___________________________________________

Address: __________________________________________

________________________________________

Phone: ______-_____-________

Email: _______________________________________

If there are additional entities/parties, please attach information for each.

Address of Proposed Activity: ___________________________ Tax Parcel #_____________________

☐ 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? ___________________________ (Start)   ______-____-_______

____PM (End) ______-____-_______

(Please specify exact date(s))

☐ Complete if proposing the sale of food: Attached all required submission documents per §200-41(10).

☐ Complete if using a cart for your business: Cart: ___________________________________________

_________________________ ________________________

(Color) (Description)

☐ Complete if going door to door using a vehicle:

Vehicle ___________________________ ___________________________

_________________________ ___________________________

(Make) (Model) (Year) License Plate No. (Color)

NOTICE: COMPLETE SUBMISSIONS MUST BE RECEIVED 10- WORKING DAYS PRIOR TO YOUR PROPOSED START DATE.

See page 1, Checklist for documents required for a submission review.

Signature of Applicant: x_________________________ Date: ______-____-_______

Zoning Approval: ___________________________ Date: ______-____-_______

College Township
1481 E College Avenue
State College, PA 16801
Phone: (814) 231-3021

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