CHECKLIST

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

MOBILE FOOD VENDOR-PEDDLER-CART

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, HOWEVER, the following exceptions apply in §Chapter 200-41 Temporary Use. (10) Mobile Food Vendors-Peddler-Carts, defined as follows:

MOBILE FOOD VENDOR
A readily movable licensed motorized vehicle or a licensed towed vehicle designed and equipped to prepare, serve, and sell food and frozen dairy or frozen water-based food products, but which does not include mobile vending carts.

MOBILE FOOD PEDDLER
A licensed mobile vehicle that is equipped to vend only sealed, prepackaged food and treats in the original sealed container or package that vends by transporting food and treats from place to place, or upon any public right-of-way for the purpose of selling or delivering food or goods.

MOBILE VENDING CARTS
A mobile food cart that does not travel under their own power that are set up on the street that are licensed to sell food to passers-by. Prior to submission of the application for permitting, such applicants must obtain a waiver from College Township Council to operate from public sidewalks.

Permits required by Chapter 171 and Chapter 200-41A(10)(l), Mobile Food Vendor, Mobile Food Peddler, and Mobile Vending Carts the following Summary of Submission Documents required by Chapter 171 and Chapter 200-41A(10) for an acceptance of a submission for review:

[1] Application for Temporary Business (Contact person Valid Driver’s License) (on form) and provide valid driver’s Licenses’ of all operators of a proposed mobile vending vehicle and/or cart. (See 171-6A)

[2] Site plan for each location that identifies items described above in, 200-41A(10)(C) Location

[3] Proof of Certificate of Liability Insurance (for Mobile Food Peddlers) College Township must be named additional insured. (171-6)

[4] List of people associated with the operations of the mobile vendor (171-6)

[5] Property owner(s) written consent 200-41A(10)(D) (all that apply)

[6] Safety – proof of: Department of Public Health (PA or SCBHD) & ServSafe®, in 200-41A(10)(E)


[8] Proof of non-profit, 501-C-3 or Fee due on submission per A203-7 Soliciting & Temporary Business

Temporary Business Term – Mobile Food Vendor and Mobile Vending Cart

Six (6) months beginning on May 1, ending October 31, or any part thereof, of a given year $50
Six (6) months beginning on November 1, ending April 30, or any part thereof, of a given year $50

Temporary Business Term – Mobile Peddler selling only frozen prepackaged/individually wrapped food items

Six (6) months beginning on May 1, ending October 31, or any part thereof, of a given year $25
Six (6) months beginning on November 1, ending April 30, or any part thereof, of a given year $25

Temporary Business standard fee:

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. Note that week runs from start day of week.

(Example Starts: FRI Ends: THURS)
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? ___________________________ (Please specify exact date(s)) (Start) (End) 

□ 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: __-__-___

Updated 8/2020