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/

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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.

Update 1/2015
APPENDIX 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.

<table>
<thead>
<tr>
<th>Name of Business or Sponsor: ___________________________</th>
<th>Name of Non-Profit: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: _____________________________________________</td>
<td>Address: _____________________________________</td>
</tr>
<tr>
<td>______________________________________________________</td>
<td>________________________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number: <strong><strong><strong>-</strong>__-</strong></strong>___</th>
<th>Phone Number: <strong><strong><strong>-</strong>__-</strong></strong>___</th>
</tr>
</thead>
</table>

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: ____-____-____