



*Leo S. Lutz, Mayor*  
*Heather Zink, Borough Council President*

*Evan M. Gabel Solicitor*  
*Jack Brommer, Interim Borough Manager*

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## **Borough of Columbia**

### **Transient Retail Business**

### **Permit Application**

**Complete application and return to the Borough of Columbia along with the application fee of \$50.00 (permit fee \$25.00 and criminal background fee \$25.00 non-refundable)**

1. Complete and return the Transient Business application.
2. Submit \$50.00 fee with application (checks made payable to Borough of Columbia) Non-refundable.
3. A criminal history (P.A.T.C.H.) check is mandatory for all applicants. This criminal background check will be filed with the Columbia Borough Police Department.
4. Any person convicted of a felony or a crime involving moral turpitude shall not be issued a permit.
5. A valid Pennsylvania driver's license or approved photo ID must be submitted with application.
6. Permits must be exhibited in plain view at all times while conducting business.
7. Altering, defacing or transferring permits is strictly prohibited and will result in permit being revoked.
8. No applicant may enter any property without first obtaining permission from the owner or person in control of such property.
9. No solicitation between the hours of 10:00 p.m. and 8:00 a.m.
10. It is unlawful to sell any product or type of product not mentioned on the application.
11. The issuance of a Transient Retail Business permit IS NOT an endorsement by the Borough of Columbia.
12. After the above requirements are completed, the application will be reviewed for approval. **Upon approval**, a Transient Retail Business Permit will be issued and available for pick up within 48 hours.

**\*TRANSIENT RETAIL BUSINESS PERMITS ARE VALID FOR 30 DAYS\***