



LOWER POTTS GROVE TOWNSHIP

Board of Commissioners:
Bruce L. Foltz • Stephen Klotz
Raymond Lopez • Earl E. Swavely, Jr.

Edward C. Wagner, *Manager*

2199 Buchert Road, Pottstown, PA 19464 610-323-0436 Fax: 610-323-3824
www.lowerpottsgrove.org

SOLICITOR / PEDDLER PERMIT PROCEDURE

Lower Pottsgrove Township has instituted a new process to the Solicitor /Peddler permit procedure. There is now a fee for the municipality to run the necessary background checks. To avoid taxpayer dollars being used to pay this fee, Lower Pottsgrove Township is now requiring that a Solicitor /Peddler Permit applicant submit the state run background check.

Below are step by step instructions for you to obtain the necessary background check:

Go to: <https://epatch.state.pa.us/Home.jsp>

Follow the instructions on the website to complete the process. You will have (2) options: Filing online, which is the quickest method for a return but you will need a credit card, or; Submitting a paper request form and mailing it in (with a money order or certified check for the amount of \$10.00 payable to Commonwealth of Pennsylvania).

Once you receive the required documentation, please submit the application along with the background check(s). Please note; no application will be received without the necessary criminal history record.

Thank you for your anticipated cooperation.

LOWER POTTS GROVE TOWNSHIP ADMINISTRATION

LOWER POTTS GROVE TOWNSHIP
ITINERANT SOLICITOR, PEDDLER, OR TRANSIENT VENDOR LICENSE
APPLICATION FORM

FEE: _____ APPLICATION DATE: _____
Payable at time of filing (non-returnable) PHONE NO. _____
Hours for soliciting are from 9 am until 5 pm

Name of Business/Organization _____

Address of Business/Organization _____

Description or nature of business and goods, property or service to be sold or supplied

is delivery of goods, merchandise, publications or the like, to be made subsequent to the solicitation (yes) _____ (no) _____. If yes, explain the method of delivery _____

\$150.00 per year for the first employee.

Name of Applicant _____

Address _____

DOB _____

Additional employees (*\$50.00 fee for each additional employee; due at filing*)

Name _____ Address _____

DOB _____

Name _____ Address _____

DOB _____

Name _____ Address _____

DOB _____

For additional employees, use back of form and furnish same information
Failure to furnish all information and all employees will result in refusal to issue or cancellation

List ALL vehicles to be used

Make	Color	Registration No.	State
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Proof of Insurance:

Carrier _____ Address _____
Phone _____ Type of coverage _____ Amount _____

List two (2) persons other than applicant’s family, firm, or organization who will vouch for integrity, solvency, and responsibility of applicant

Name _____ Address _____ Phone _____

List two (2) municipalities where applicant has previously solicited

Name _____ Address _____ Phone _____

Has applicant ever been denied a permit by any municipality (yes) _____ (no) _____

If NO, please explain, including name of municipality _____

Under penalty of Law

I, _____, as applicant and/or agent for the additional applicants listed herein, do certify that I/we have never been arrested for a crime or violation of any municipal ordinance, excluding traffic offenses. I/we certify that the facts set forth in this application are true and correct to the best of my knowledge or information and belief. This certification is made subject to penalties of Section 4904 of the Pennsylvania Crimes Code (a8.C.S.4904), relating to unsworn falsification to authorities.

Signature

Date

Print above name

FOR OFFICIAL USE ONLY

Date received _____ Application date _____

Name of applicant(s)

Lower Pottsgrove Township Police Department - Results of background

Recommendation of Chief of Police

Permit approved (yes) _____ (no) _____

Explanation _____

Township Manager Approval _____ Date Issued _____

ISSUING AUTHORITY

Date issued _____ Expiration date _____

Issuing Authority Lower Pottsgrove Township

CONDITIONS

It is understood that the times of peddling/solicitation is from 9:00 a.m. to 5:00 p.m.

It is understood that this permit can be issued for the time period of one year annually, January 1 of said year to December 31 of said year if so authorized by issuing authority. At the end of the listed time period, the permit will expire automatically. At that time, a new permit must be obtained and an additional fee paid.

Permit can be issued only for the purposes as stated in the application. If applicant wishes to solicit for another purpose, a new application must be made.

The issuance of this permit does not provide authority for the applicant, or their employees, to trespass upon private properties within the township. Responsibility is placed upon the applicant to secure written approval from Homeowners Association's or private property owners to solicit upon these properties in order to avoid trespassing violations.

Permit can be revoked at any time for just cause, upon the discretion of the Chief of Police. The applicant may request a written explanation of revocation. Request must be made in writing.

Permit MUST be carried at all times when soliciting in Lower Pottsgrove Township, and presented, upon request, to any person or police officer. Failure to do so will result in immediate revocation of permit.

Signature

Date

Print above name