

# Chartiers Township

2 Buccaneer Drive  
Houston, PA 15342  
(724) 745-3415  
Fax (724) 745-1744

Jodi Noble  
Township Manager

## Solicitation Permit Application

**All applications and fees must be submitted in person directly to the Chartiers Township Planning Department located at 2 Buccaneer Drive, Houston, PA 15342  
Application and Permit Fee: \$50.00**

**Name of Applicant:** \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Company Represented:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Solicitation Personnel (Please provide local and permanent addresses if different):**

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Height: \_\_\_\_\_ Hair: \_\_\_\_\_ Eye Color: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Height: \_\_\_\_\_ Hair: \_\_\_\_\_ Eye Color: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Height: \_\_\_\_\_ Hair: \_\_\_\_\_ Eye Color: \_\_\_\_\_
4. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Height: \_\_\_\_\_ Hair: \_\_\_\_\_ Eye Color: \_\_\_\_\_

**Has any solicitor been convicted of a crime other than a summary offense? If so, please list the nature of the offense and the punishment assessed (Use additional sheets if necessary):**

1. Name: \_\_\_\_\_ Offense: \_\_\_\_\_ Penalty: \_\_\_\_\_
2. Name: \_\_\_\_\_ Offense: \_\_\_\_\_ Penalty: \_\_\_\_\_
3. Name: \_\_\_\_\_ Offense: \_\_\_\_\_ Penalty: \_\_\_\_\_

**Please provide a brief description of the nature of the business and the goods/services being sold:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Township Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **APPROVED / DENIED**

## Solicitation Guidelines and Conditions

**Solicitation Permits are subject to the following (please initial each item):**

1. Applicant must submit a valid Driver's License or State Photo Identification card.

\_\_\_\_\_ I understand, accept, and have provided it with this application

2. Applicant must provide two (2) 2"x2' color photographs for each solicitor.

\_\_\_\_\_ I understand, accept, and have provided it with this application.

3. Applicant must provide a PA State Police Criminal Background Check for each solicitor. If the solicitor is not a Pennsylvania resident, a criminal background check must be provided from the solicitor's state of residence.

\_\_\_\_\_ I understand, accept, and have provided it with this application.

4. Solicitations may be conducted Monday through Saturday only from 10:00AM to dusk.

\_\_\_\_\_ I understand and accept

5. Solicitations may not be conducted on Sundays or federally designated holidays.

\_\_\_\_\_ I understand and accept

6. All permittees are required to exhibit a solicitation permit to any resident, police officer, or other designated Township official.

\_\_\_\_\_ I understand and accept

7. Solicitation permits shall expire at the end of each quarter year, and the term during which a permit is valid and useable shall not exceed 92 days (Permits may be renewed in accordance with the terms and conditions of Chartiers Township Ordinance No. 357, Peddling and Soliciting).

\_\_\_\_\_ I understand and accept

8. Solicitations are not permitted at residences where a no solicitation, peddling, canvassing, or similar sign is posted, or from the attached No Solicitation list, in accordance with the terms and conditions of Chartiers Township Ordinance No. 357, Peddling and Soliciting.

\_\_\_\_\_ I understand and accept

9. I have read and understand the requirements, violations, and penalties of Chartiers Township Ordinance No. 357, Peddling and Soliciting.

\_\_\_\_\_ I understand and accept

Questions or comments may be directed to [planning@chartierstwp.com](mailto:planning@chartierstwp.com) or by calling 724.745.3415.