



Permit Number \_\_\_\_\_

### Solicitation Permit Application

Date: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Office Ph#: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person/Applicant: \_\_\_\_\_

Cell Ph#: \_\_\_\_\_ Email: \_\_\_\_\_

Attach all of the following for **each person** soliciting:

\_\_\_ Proper Identification

\_\_\_ Vehicle description (color, make, model): \_\_\_\_\_

\_\_\_ Copy of current auto registration & insurance

\_\_\_ Copy of Criminal background report

Each person soliciting **MUST** obtain their criminal history record by going to the following link and paying the required fee of \$10.00 to the State. <https://epatch.state.pa.us/Home.jsp>

\_\_\_ Certificate of Liability and Insurance

Is the solicitation for profit or part of a charitable organization? \_\_\_\_\_

\_\_\_ Copy of proof of registration of Penn Charitable Organization

Date(s) of Solicitation: \_\_\_\_\_

For Profit Rates: 1-14 days \$20 per person 15-30 days \$50 per person Annual permit \$250 per person

Charitable Rates: \* 1-14 days \$1 per person \* 15-30 days \$25 flat rate \* Annual \$35 flat rate

Service/Items to be Solicited: \_\_\_\_\_

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\_\_\_ Approved \_\_\_ Denied Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ CK#: \_\_\_\_\_ Date: \_\_\_\_\_

# **Requirements for Tents, Canopies and other Membrane Structures to be erected within North Cornwall Township**

- 1. Installation of any tent, canopy or membrane structure must comply with the most current version of the International Fire Code.**
- 2. Scaled detailed site plan showing lot lines, buildings, all other structures, parking areas, and proposed location of tent, canopies and/or other membrane structures.**
- 3. Tents, canopies and/or other membrane structures may not be located within 20' of any lot lines, buildings, other structures, parked vehicles and internal combustion engines. Guy wires and support ropes are considered part of the structure for determining required distances.**
- 4. Certificate of insurance must be presented when applying for permit.**
- 5. Certificate of Flame treatment must include name and address of owner, date of last treatment, name of chemical applied and test agency/standard used for fabric testing.**
- 6. Installation of any of the above may not impede or obstruct any required parking, travel lane and/or clear site at intersections.**
- 7. Hay, sawdust and shavings are prohibited in any tent, canopy or membrane structure.**
- 8. Combustible materials may not be stored within 20' of any tent, canopy or membrane structure.**
- 9. Combustible vegetation is prohibited within 20' of any tent, canopy or membrane structure.**
- 10. Smoking is prohibited within or around any tent, canopy or membrane structure.**
- 11. No smoking signs must be posted on all sides of any tent, canopy or membrane structure.**
- 12. Open flames, devices emitting flames, fire, heat, heaters, combustible liquids, gases, charcoal or cooking are prohibited within or around any tent, canopy or membrane structure.**
- 13. Trash must be removed daily during period used for public use.**
- 14. Class 2-A fire extinguishers must be available within any tent, canopy or membrane structure.**
- 15. Items stored under any tent, canopy or membrane structure must have at least 3'+ clearance between the fabric and contents.**

- 16. Generators and/or any internal combustion source must be at least 20' + from any tent, canopy or membrane structure.**
- 17. If fireworks are being sold, the compliance to all state and federal guideline apply.**



## Application to Inspect Tents, Canopies, Membrane Structures within North Cornwall Township

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Site Location of Structure: \_\_\_\_\_

Purpose: \_\_\_\_\_

Received copy of requirements for tents, canopies and membrane structures

Certificate of Insurance (with insurance carrier information) attached

Commonwealth Code Inspection Services will conduct a site inspection of the structure prior to the beginning date of the event. Applicant is responsible to contact Commonwealth Code Inspection Services to schedule the inspection. The inspection will be conducted at a **cost of \$75.00**, made payable by separate check to Commonwealth Code Inspection Services at the time of scheduled inspection.

Upon successful inspection of the structure, Commonwealth Code will issue a Certificate of Compliance. This certificate must be kept at the site location and clearly displayed during the entire time frame of the event.

**Commonwealth Code Inspection Services**  
**176 Doe Run Road**  
**Manheim, PA 17545**

**Ph: (717) 664-2347**

NORTH CORNWALL TOWNSHIP  
ORDINANCE 190

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF NORTH CORNWALL, COUNTY OF LEBANON, COMMONWEALTH OF PENNSYLVANIA, REGULATING SOLICITATION BY CHARITABLE AND FOR PROFIT ORGANIZATIONS.

WHEREAS, the Board of Supervisors is of the opinion that the Township will benefit by the establishment of regulations controlling solicitation by charitable and profitable organizations throughout the Township; and

WHEREAS, the Board of Supervisors desires to develop procedures and devices to control door to door solicitation for goods and services within the Township; and

WHEREAS, the Board of Supervisors has been empowered to enact such procedures and controlling devices by the Second Class Township Code, Act of May 1, 1933 (P.L.103, No. 69), Reenacted and Amended November 9, 1995 (P.L. 350, No. 60) as amended.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Board of Supervisors of the Township of North Cornwall, and it is hereby enacted and ordained as follows:

**SECTION ONE: Definitions and word usage.**

- A. Word usage. The singular includes the plural, and the masculine includes the feminine and neuter.
- B. Terms defined. The following words shall be construed to have the meanings set forth below:
  - (1) NONPROFIT ORGANIZATION – Any firm, partnership, corporation or organization conducted on a not-for-profit basis for one or more of the following or similar purposes: athletic; beneficial; benevolent; charitable; civic; control of fire; cultural; educational; environmental; fraternal; health; historical; literary; missionary; musical; patriotic; political; prevention of cruelty to persons or animals; professional; commercial, industrial, trade, service or business association; religious; research; scientific; or social.
  - (2) FOR PROFIT ORGANIZATION – Any firm, partnership, corporation or organization conducted on a for-profit basis.
  - (3) PERSON – Any natural person, association, partnership, firm or corporation.
  - (4) SOLICITING and CANVASSING – The act of requesting contributions or donations for nonprofit organizations as herein defined, disseminating information

on issues of interest to the community, circulating petitions and other documents for the signature by residents and the sale of items, the proceeds from which will go to or for the benefit of nonprofit organizations.

**SECTION TWO: Restrictions on Solicitors.**

- A. It shall be unlawful for any person representing any organization, either non-profit or for profit, or individual, to go upon a residential property within the Township of North Cornwall to solicit or canvas township residents by knocking upon residential doors, ringing door bells or any other action designed to cause or attempt to cause residents to open their doors, or to solicit and canvas any business establishment, or to canvas or solicit others upon any business property, unless the nonprofit organization for which the soliciting or canvassing is being done has registered, on an annual basis, at the office of the Township Manager, or his designee in his absence, at the Township Building, and shall have provided the following information:
- (1) The name, address and telephone number of the organization or individual conducting the soliciting or canvassing. If the address and phone number are temporary in nature, then the address and telephone number of the Home Office, Regional Office or principal place of business must be given.
  - (2) The name, telephone number, pager and/or cellular phone number of the designated supervisor/contact person who shall, at all times, have in his or her possession proof of registration under the Pennsylvania Charitable Organizations Act (if applicable), and a complete list of all those persons participating in soliciting or canvassing for the organization.
  - (3) Provide a current insurance certificate for general liability and/or proof of vehicle insurance coverage for all vehicles that will traverse upon any street, highway or alley of the Township.
  - (4) In addition to providing the information above, all persons involved in or connected with the solicitation or canvassing activity, shall have the following information in their possession when they are, at any time, in the Township of North Cornwall for the purpose of soliciting or canvassing.
    - (a) All solicitors shall carry, and display prominently, a form of identification subject to approval by the Township, and all shall have at least one other form of identification in their possession, which shall be produced for examination if requested.
    - (b) All solicitors shall have in their possession an assignment sheet designating the date, time and geographic area they have been authorized to canvas.
- B. This section shall not apply to boys or girls under the age of 16 who take orders for and deliver newspapers, magazines, greeting cards, candy, sandwiches, bakery products and the like who represent the Boy Scouts or Girl Scouts, or are students of public or private

schools in conjunction with school fundraising projects, or similar organizations engaged in similar activities.

**SECTION THREE: General regulations.**

- A. All soliciting and canvassing upon residential property shall be restricted to 9:00AM and 7:00PM prevailing time.
- B. Soliciting and canvassing shall be permitted at any business establishment, and upon any business properties, such as shopping center parking lots, during normal business hours and only upon approval of business management.

**SECTION FOUR: Violations and penalties.** Any person who violates this Ordinance shall be subject to prosecution before a District Justice and, upon conviction, shall be fined not more than \$1,000.00, plus costs of prosecution for each such violation.

**SECTION FIVE: Transient Vendors Definitions.** As used in this Ordinance, the following terms shall be construed to have the meanings set forth below:

**CANVASSING and SOLICITING** – Selling, offering for sale, taking orders for sale of printed matter, the distribution of printed matter, the circulation of petitions and other documents for the signature by residents, or the soliciting of contributions to various causes and organizations, at any place within the limits of any public right-of-way, or upon any public sidewalk in the Township, or upon private residential or business property, not having been requested or invited to do so by the owner of occupant thereof.

**INSIDE TRANSIENT RETAIL SALES** – Selling, offering for sale or taking orders for sale inside any mall or other commercial establishment within the Township.

**OUTSIDE TRANSIENT RETAIL SALES** – Selling, offering for sale or taking orders for sale at any outdoor place within the limits of any public right-of-way or upon any public sidewalk or upon private residential property, within the Township not having been requested or invited to do so by the owner or occupant thereof, for contracts for home devices, repairs, improvements and services, goods, wares, merchandise or food, except for the retail sale or delivery to private homes of milk, fruit, vegetables, poultry, eggs and other farm products and garden produce.

**PERSON** – Any natural person, association, partnership, firm or corporation.

**SECTION SIX: Fees, registration and licensing.**

- A. Except for persons under the age of 16 years, no person shall engage in indoor or outdoor canvassing and soliciting or transient retail sales in the Township without first having registered with the Township.
- B. The application for shall include the name of the organization represented, the type of transient vendor license for which the organization is applying, the name and telephone number of the business office, director or contact person of such organization responsible

for supervising the activity, what activity will be carried out, the length of time and locations within the Township the activity is to be engaged in, written permission from the property owner if the activity is on private property, and the make, type and registration of any and all vehicles to be used. If funds are to be solicited, proof of registration under the Solicitation of Funds for Charitable Purposes Act (Act No. 202, Approved December 9, 1990) must also be supplied.

- C. Upon request and based on specific or warranted circumstances, the applicant may be requested to submit to fingerprinting. When a person makes application for himself and one or more helpers, all applicable personal information supplied above shall be given for each helper and verified or affirmed by oath or affirmation by him, and an individual license shall be required for each helper, along with the applicable fee. No license under this chapter shall be transferable from one person to another.
- D. Persons engaged in indoor or outdoor transient retail sales shall further obtain a license issued by the Township upon application thereof. The license shall be conspicuously displayed on any vehicle, stands or booths from which such sales are made and shall be produced for inspection upon the request of any Township official or perspective customer.
- E. The applicant shall complete the required application form and return the application to the Township office for processing. A waiting period of 30 (thirty) days from receipt may be required for the purpose of affording ample time for the conducting of any verification of the information provided by application to the Township.
- F. Any license issued under this Ordinance may be suspended or revoked at any time by the Township Manager, or his designee, upon proof being furnished to him that the application for the license contained false information, or that the applicant or licensee was convicted of a felony, misdemeanor or a crime of any kind involving moral turpitude after the issuance of such license, or that the licensee was convicted of disorderly conduct under any laws of the Commonwealth of Pennsylvania or any Ordinance of the Township or for violation of any of the provisions of this chapter.
- G. Times and fees shall be established by resolution of the Board of Supervisors.

**SECTION SEVEN: Sales of non-authorized products or services.**

No person shall engage in the selling or dealing of any products or services not mentioned upon such license.

**SECTION EIGHT: Standards of conduct.**

- A. No person engaged in canvassing or soliciting or transient retail sales shall make any false or misrepresentation, including representing that Township registration and/or licensing constitutes an endorsement of such person, such person's goods, services or cause, or the goods, services or cause of the organization such person represents.



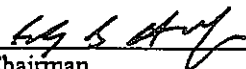
- B. Hawk or cry his goods, wares, services or merchandise from any of the streets or sidewalks of the Township, nor shall he use any amplification system, loudspeakers or horn or any other device for announcing his presence, by which the public may be disturbed or annoyed.
- C. Park any vehicle upon any of the streets, highways or alleys of the Township in order to sort, rearrange or clean any of his goods, wares, services or merchandise.
- D. Deposit any refuse upon any of the street, highways or alleys of the Township.

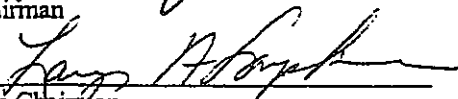
**SECTION NINE: Violations and penalties.** Any person who shall fail to register or obtain a license as required hereunder, or who shall otherwise violate the provisions of this Ordinance, shall, upon conviction thereof in a court of competent jurisdiction, be subject to a fine or penalty of not more than \$1,000.00, together with the costs of suit, collectible in the manner provided by law.


**SECTION TEN: Repeal of Conflicting Ordinances.** All Ordinances, or parts of Ordinances, in conflict with this Ordinance, or inconsistent with the provisions of this Ordinance, are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**DULY ENACTED AND ORDAINED**, this 10<sup>th</sup> day of April, 2000 by the Board of Supervisors of the Township of North Cornwall, Lebanon County, Pennsylvania, in lawful session duly assembled.

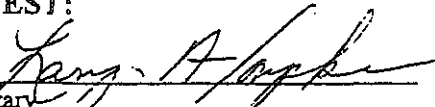
BOARD OF SUPERVISORS OF THE  
TOWNSHIP OF NORTH CORNWALL,  
LEBANON COUNTY, PA

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Vice Chairman

  
\_\_\_\_\_  
Member

ATTEST:

  
\_\_\_\_\_  
Secretary