



Vending Permit Policy, Rules, and Requirements and Application

Any applicant for a permit shall comply with the following requirements:

1. Obtain the vending permit application from the Borough office or website at www.canonsburgboro.com, under Forms & Permits.
2. Provide proof of identification issued by a commonwealth, state, or the federal government. The applicant must be at least 18 years old.
3. Provide a description of the nature of the business and goods to be bought, sold, or rented and the name, address, and phone number of the applicant.
4. Provide the name and contact information for all employees employed by vendor for the licensing period.
5. Provide EIN or tax ID number
6. Provide the duration and hours of operation for which the right to do business is requested.
7. Provide a description of any vehicle used and its license number, including two photos of the vehicle (front and side), license plate number, and copy of vehicle registration.
8. Selection of approved location of vendor activities and proof of authorization of any property owners to conduct vendor activities.

68 EAST PIKE STREET, CANONSBURG, PA 15317

PHONE (724) 745-1800 FAX (724) 745-8850



9. Provide proof of registration for city business taxes and clearance that all taxes are paid.
10. Provide evidence that all required health licenses have been obtained.
11. Provide a signed statement that the permittee shall hold harmless the Borough of Canonsburg, its officers and employees and shall indemnify the Borough of Canonsburg, its officers and employees for any claims or damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the permit. The permittee shall furnish and maintain such public liability, food products liability, and property damage insurance as will protect the permittee and the Borough from all claims for damage to property or bodily injury, including death which may arise from operations under the permit or in connection therewith. Such insurance shall provide coverage for bodily injury for each person, for each occurrence and for property damage per occurrence, as prescribed by the license officer. Vendors with employees are required to obtain workers' compensation insurance. Vendors that use vehicles are required to obtain vehicle insurance. Such insurance shall be without prejudice to coverage otherwise existing therein and shall further provide that the policy shall not terminate or be cancelled prior to the expiration date of the permit without 30 days' written notice to the Borough of Canonsburg. Before conducting business at the location permitted by the Borough, the permittee shall name as an additional insured on the policies of insurance hereinabove required the owner of the property abutting the space between the prolongations of the boundary lines of the location which run perpendicular to the curb line to the property line of the same side of the street
12. Turn in application with all required information and paperwork where applicable, and payment to Canonsburg Borough.
13. Incomplete applications will be rejected.

68 EAST PIKE STREET, CANONSBURG, PA 15317

PHONE (724) 745-1800 FAX (724) 745-8850



14. Once approved every license holder shall carry such license upon his person, if engaged in solicitation in the Borough of Canonsburg, and shall exhibit such license upon request to all police officers, Borough officials and citizens or residents of the Borough.
15. Vendors shall not operate before the hour of 8:00 a.m. and shall not operate after the hour of 9:00 p.m. except with the boundaries of a permitted special event as defined by the Canonsburg Borough Code of Ordinances.
16. The Borough reserves the right to suspend and/or revoke permits based on results of misconduct. No part of a license fee shall be refunded to any person whose license shall have been suspended or revoked. No permit shall be issued to any vendor who has had a permit suspended or revoked within the last calendar year prior to the application for a permit.
17. The cost is \$50.00 per day or \$1500.00 per month. We do not have weekly, monthly, or yearly rates.
18. A permit shall be valid from the date on which it is issued through the date of which the permit expires as stated on the permit.
19. Permits are nontransferable and shall contain the permit number of the applicant and the dates of which the permit is valid.
20. If a vendor loses his or her permit, a replacement permit can be obtained from the Borough for a fee of \$5.

68 EAST PIKE STREET, CANONSBURG, PA 15317

PHONE (724) 745-1800 FAX (724) 745-8850



21. ****A written and signed agreement between the applicant and the property owner of where the vending is to occur along with a copy of your license or permit issued by the Department of Agriculture MUST be provided before a permit will be issued****

I hereby agree to the above rules and requirements listed above

Applicant Signature

Date

68 EAST PIKE STREET, CANONSBURG, PA 15317

PHONE (724) 745-1800 FAX (724) 745-8850



Vending Permit Application

(Permit Fee \$50.00 per day or \$1500.00 per month - Payable to Canonsburg Borough)

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Location of goods being sold: _____

Location Address: _____

Description of goods being sold: _____

EIN/Tax ID Number: _____

Days and Hours of Operation: _____

Make/Model of Vehicle (if applicable): _____

License Plate Number (if applicable): _____

Authorized dates of permit: _____

Borough Authorization: _____ Date of Authorization: _____

68 EAST PIKE STREET, CANONSBURG, PA 15317

PHONE (724) 745-1800 FAX (724) 745-8850