



## **Application for Solicitor License**

*Re: City of Oil City Ordinance No. 2511*

Direct questions to the **Oil City Police Department (OCPD)** at 814-678-3080. Return completed applications in person to the OCPD on the first floor of City Hall, 21 Seneca St., Oil City, PA 16301.

### **Terms and Conditions**

1. Applications must be returned in person with a complete criminal history and valid driver's license. *Solicitor Licenses will not be approved for any individual with a criminal record.*
2. Each solicitor in a group must apply for their **own** solicitor's license and pay the associated fees.
3. If the application is approved after a thorough criminal and background check, the applicant will be asked to return to the OCPD to pay applicable fees and receive their license.
4. A solicitor license shall be valid for one (1) year from the date of issue and must be displayed in plain sight while soliciting.
5. It shall be unlawful for any peddler, solicitor, transient or temporary merchant to engage in such business within the City of Oil City without first obtaining a license therefore and/or not to be in compliance with the provisions of Ordinance Number 2511, adopted June 11, 1990. Violations of said ordinance shall be prosecuted as a summary offense and shall carry a maximum fine of \$1,000 and/or 30 days in jail.

### **Definitions & Fee Schedules**

#### **Solicitor (Canvasser) – \$25 per calendar year (includes \$5 charge for photo ID)**

*One who takes orders for future deliveries or who sells intangible services or solicits subscriptions in public places or from house to house or store to store.*

#### **Peddler – \$25 per calendar year (includes \$5 charge for photo ID)**

*One who sells tangible commodities from house to house, store to store or on the streets or in any public place. Sales are not made from one established location and delivery of the commodity is at the time of the sale.*

#### **Transient Merchant (Vendor) – \$20 per month**

*One who sells commodities from a private premise, but remains at one place for temporary periods of less than four weeks.*

#### **Temporary Merchant (Vendor) – No fee**

*One who sells commodities from a private premise and remains at one place for temporary periods of greater than four weeks, but less than six months in any calendar year.*

#### **Special Events Sponsor – \$20 per two-week period**

*A nonprofit organization that sponsors a community oriented special event which shall last no longer than a two-week period and which allows vendors to sell commodities under its auspices during said special event.*



**For Official Use Only**

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

Approved       Denied

\_\_\_\_\_  
*Chief of Police Signature*

## Application for Solicitor License

Re: City of Oil City Ordinance No. 2511

### APPLICATION TYPE

(please check one)

Peddler       Solicitor       Transient Merchant       Temporary Merchant       Special Events Sponsor

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Operator's License Number & State: \_\_\_\_\_

### BUSINESS INFORMATION

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business email: \_\_\_\_\_

Date of business start: \_\_\_\_\_ Date of business end: \_\_\_\_\_

Nature of Business: \_\_\_\_\_  
\_\_\_\_\_

Representations to be made and advertised: \_\_\_\_\_  
\_\_\_\_\_

Business methods: \_\_\_\_\_  
\_\_\_\_\_

Last city/state in which you/your company conducted business: \_\_\_\_\_

Have you or your business ever had its license to sell goods canceled, revoked or otherwise denied?

No     Yes, Please Explain: \_\_\_\_\_  
\_\_\_\_\_

**PRINCIPAL BUSINESS OFFICERS AND MANAGERS**

*(If necessary, attach additional sheet)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**PERSON(S) IN CHARGE OF CONDUCTING BUSINESS**

*(If necessary, attach additional sheet)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**VEHICLES TO BE USED**

*(If necessary, attach additional sheet)*

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ Plate #: \_\_\_\_\_ State: \_\_\_\_\_

I, \_\_\_\_\_, do certify that the above information is true and correct to the best of my knowledge and belief.

I, \_\_\_\_\_, having made application for the above license, do consent to and authorize the City of Oil City to be informed of my previous record and character, hereby authorize an investigation of my background and the obtaining by the City of Oil City of any and all information which may concern my record and character, whether the said records are of a public, private or confidential nature; and, further, I hereby release all persons whomsoever from any change or civil suit resulting from the furnishing of said information. I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me. A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain any original writing of my signature.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness Signature*

\_\_\_\_\_  
*Witness Printed Name*