



BOROUGH OF CLARKS SUMMIT CODE ENFORCEMENT DEPARTMENT

304 SOUTH STATE STREET
CLARKS SUMMIT PA 18411-1592
PH 570-585-4811/FX 570-586-3024/cscodofficer@gmail.com
www.clarkssummitboro.org

Peddler's Permit Instruction Sheet

1. Complete formal application and submit along with the PSP Criminal History Report
2. Provide two photographs of the face of the applicant, accurately depicting the applicant's appearance, approximately 2" x 3" in size (ideal is a copy of a photo driver's license, enlarged)
3. Each person who wishes to actively engage in peddling or door-to-door sales shall file a separate application, provide photographs and appear in person obtain a license.
4. Group or joint applications or licenses shall not be permitted except as provided in Section 102.G.
5. Waiting Period for Action on Application. A three (3) day waiting period not including weekends or holidays shall be required between the submission of the application and action on it by the Police Department, Borough Secretary or Designated Borough Representative.
6. During the 3-day waiting period, the Police Department shall make a determination concerning previous convictions of crimes and investigate the organization/applicant to confirm it is doing business from the address listed on the application.
7. After the 3-day waiting period but within five (5) days of submission of an application, the Borough Manager or Designated Borough Representative shall grant approval or disapproval after receiving a written report from the Police Department.
8. Clarks Summit Borough shall have the right to permit a GROUP application under the following conditions:
 - a. The applicant is an organization exempt from the payment of license fees;
 - b. The organization has a permanent location or address within the Municipality or within five miles of the Municipality;
 - c. The peddling or sales will be conducted during a period of time not to exceed one month;
 - d. Each individual participating in such peddling or sales is a resident of the above described area. Examples may be Girl Scout cookie sales, Boy Scout events, etc. In such cases, an application shall be made on behalf of the organization and the peddlers indicated by general description.
9. Fees: One day - \$10.00; One week - \$25.00; One month - \$100.00. Each additional week in excess of four (4) weeks - \$30.00.
10. NO FEE shall be charged for a license when such peddler or salesperson is a charitable, religious or educational organization. Exemption from taxation by the U.S. Treasury Dept. to such business shall be sufficient to establish exemption from payment of fees. No fees shall be charged to farmers selling their own produce nor to any business which is a manufacturer or producer in the same of bread/bakery products; meat/meat products; milk/milk products, nor to any business whose sole owner is a PA resident and is a disabled military service veteran.
11. It shall be the responsibility of every peddler licensed under this Ordinance to pay the Municipality the proper taxes for himself or any employee on income earned as a result of the sales.
12. The Borough Manager, Police Department or Designated Representative is authorized to revoke or suspend any license.