



Solicitation Permit Policy, Rules, and Requirements

1. Obtain the solicitation permit application from the Borough office or website at www.canonsburgboro.com, under Forms & Permits.
2. Every applicant/agent wishing to solicit in the borough **MUST** complete an application and attach a copy of valid driver's license or valid state-issued photo ID and background check. A background check **MUST** be done, and proof of Identification (state issued license/photo ID) **MUST** be provided for **ALL** employees.
3. You **MUST** include a verification letter from your employer stating that the said applicant is a duly authorized employee or agent of said employer and is authorized to engage in soliciting in the Borough of Canonsburg. The letter **MUST** be on company letterhead and **MUST** include the primary address and telephone number of the business, along with your employer's signature.
4. Turn in application along with background check, copy of state issued license/photo ID, authorized letter, and payment to the Code and Zoning Enforcement Office. Check(s)/money orders made payable to Canonsburg Borough.
5. **This information MUST be submitted to the Borough office 5 business days prior to the date(s) of the solicitation.**
6. Upon approval, each individual **MUST** be present, with photo I.D. when picking up the approved permit(s). Permits **WILL NOT** be sent via mail or email.
7. Solicitation permits **CAN NOT** be transferred from one person to another.

68 EAST PIKE STREET, CANONSBURG, PA 15317

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



8. Once approved every permit holder shall carry such permit upon his person, if engaged in solicitation in the Borough of Canonsburg, and shall exhibit such permit upon request to all police officers, Borough officials and citizens or residents of the Borough.

Solicitation is permitted Monday through Saturday between the hours of 9:00 AM - 8:00 PM.

There is absolutely **NO SOLICITATION** on Sundays.

*****The Borough reserves the right to suspend and/or revoke permits based on results of background check or misconduct. No part of a license fee shall be refunded to any person whose license shall have been suspended or revoked. *****

******We do not have weekly, monthly, or yearly rates******

68 EAST PIKE STREET, CANONSBURG, PA 15317

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



Solicitation Permit Application

(Permit Fee - \$25.00 per person per day - Payable to Canonsburg Borough)

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Company Name: _____

Company Address: _____

Company Phone Number: _____

Purpose of Permit: _____

Authorized dates of permit: _____

Date Issued

Authorized Signature

68 EAST PIKE STREET, CANONSBURG, PA 15317

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