

# BOROUGH OF MARTINSBURG

## APPLICATION FOR PERMIT TO CANVAS, PEDDLE AND/OR SOLICIT

**Instructions:** Complete all sections of this application. Incomplete applications may be rejected. A separate application is required for each individual solicitor.

### APPLICANT INFORMATION

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_  
(Attach Photocopy to this Application)

Phone Number: \_\_\_\_\_

Are you being paid to provide this service: Yes  No  If so, by whom? \_\_\_\_\_

### BUSINESS / ORGANIZATION INFORMATION

Business / Organization Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

### VEHICLE INFORMATION (if applicable)

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

Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

State: \_\_\_\_\_

### SOLICITATION DETAILS

Type of Solicitation (check all that apply):

Door-to-Door Sales  Canvassing  Other: \_\_\_\_\_

Description of Goods/Services/Activity: \_\_\_\_\_

Dates of Solicitation:

From: \_\_\_\_\_ To: \_\_\_\_\_

(Permitted Hours: Monday – Saturday 9:00 a.m. – 5:00 p.m. No Soliciting on Sundays or Holidays or permit will be revoked indefinitely!)

### APPLICANT CERTIFICATION

I certify that the information provided in this application is true and correct. I understand that providing false information may result in denial or revocation of this permit. I agree to comply with all Borough ordinances and regulations governing solicitation. A non-refundable fee of **\$150.00** must accompany this application at the time it is filed.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR DEPARTMENT USE ONLY

Permit Issued

Permit Denied

Permit #: \_\_\_\_\_ Date Issued \_\_\_\_\_

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

Application Fee Paid:  Yes  No Amount: \$ \_\_\_\_\_

Approved By: \_\_\_\_\_

Ordinance No. Ordinance No. 2026-655 and Resolution NO. 2026-0504-01