



City of Johnstown

Peddlers/Solicitors License Registration Form For Special Events

Welcome to the City of Johnstown. The City takes the health and welfare of our residents and visitors very seriously. The issuance of a Peddlers/Solicitors License insures the safety and quality of the food, beverage, and/or merchandise provided, and the individuals providing the services. Providing said services, for profit or non-profit, in the City of Johnstown is illegal without appropriate licenses. **This license applies to those doing business during special events such as Thunder in the Valley, Music Fest, Ethnic Fest, as well as events within City parks and/or privately owned property.** All licenses are specific to one (1) stand and/or owner, and are limited to one (1) trailer or one (1) continuous roof/tent, no larger than 10' x 20'. You are required to have a license for each stand, whether side-by-side or separate. In addition to the guidelines on your specific application, please note the following in regards to your Peddlers/Solicitors License:

- A \$100.00 late fee is applied to anyone not submitting an application at least seven (7) working days before the start date of the event.
- This license is specific to the time frame indicated for that specific event.
- Peddlers/Solicitors Licenses are not transferable and are non-refundable.
- All licenses are subject to suspension and/or revocation for failure to follow all local, state, and/or federal laws and guidelines.
- Vendors are required to display, list, or tag the pricing(s) for all food, beverages, and/or merchandise provided. Failure to provide said pricing(s) is subject to the suspension and/or revocation of license.
- All equipment must meet the National Sanitation Foundation specifications.
- All stands are required to have potable water, the ability to warm water for utensil washing, soap & towels for hand washing, a certificated fire extinguisher, and an approved sanitizing solution.
- Appropriately equipped heating and refrigeration units capable of holding hot foods at or over 135°F and cold foods at or below 41°F.

Please provide the following information/attachments along with the completed registration form:

- Completed registration form and check for applicable license fee(s).
- Criminal Background Check Report: epatch.state.pa.us (the website has a \$10.00 fee for each generated report) for each person who will be manning the stand. If you are not from Pennsylvania, you will need to provide the Criminal Background Check Report from your applicable state.
- Proof of location approval (lease agreements, letter, etc.)
- A copy of PA Food Employee certification card for supervising staff person.
- A detailed listing of proposed foods and/or menu.

Please review the enclosure, provide all applicable information and return with appropriate payment. You will be notified within 5 – 10 business days of submission of the status of your application. Feel free to contact the City at 814.533.2017 with any questions or concerns you may have.

Return completed registration form with payment and applicable attachments to:

**City of Johnstown
Codes & Permits
401 Main Street, Room 200
Johnstown, PA 15901**



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A Peddlers/Solicitors License is required for all food, beverage, and/or merchandise vendors/stands in the City of Johnstown. All licenses are specific to one (1) stand and/or owner, and are limited to one (1) trailer or one (1) continuous roof/tent, no larger than 10' x 20'. You are required to have a license for each stand, whether side-by-side or separate. **Each stand must have a valid license on display.**

1. Event Information

Event Name: _____ Event Date(s): _____

2. General Information

Business Name: _____

Soc. Sec. # or Federal ID #: _____ Central Tax ID #: _____

Business Address: _____

Mailing Address (if different than above): _____

Business Phone: _____ Cell Phone: _____ Fax: _____

Type of Organization: Sole Proprietorship Partnership Corporation

Association Fiduciary *Date Incorporated: _____

Nature of Business: Food/Beverage Retail Service *State: _____

Owner's Name: _____

Owner's Address (if different than above): _____

Owner's Phone: _____ Cell Phone: _____

3. Name of Person Managing Event

Name: _____

Address: _____

Soc. Sec. # _____ D.O.B. _____

Weight: _____ Height: _____ Eye Color: _____ Male Female

Have you ever been convicted of a felony and/or misdemeanor? No Yes

If yes, explain: _____

4. Name of Person(s) Working the Event: _____

Criminal Background checks are required for each person manning the stand. You must complete the background check through epatch.state.pa.us (the website has a \$10.00 fee that applies for each person) or applicable State Police Background Check.

5. License Fees

Number of Days Participating: _____ X \$20.00 per day = \$ _____ Amount Due

Checks or Money Orders to be made payable to: **City of Johnstown**

I, _____, verify that the statements made in the foregoing application are true and correct and to the best of my knowledge, information, and belief. I understand that false statements herein made are subject to the penalties of 18PA C.S. 4906 relating to false reports to Law Enforcement Authorities.

Name & Title: _____ Date: _____

Signature: _____

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