

Town of Orchard Park Peddlers License

EXCLUDING STADIUM EVENTS & VALID FOR SIX (6) MONTHS FROM DATE OF ISSUANCE

Date submitted: _____ Approval Date: _____ **Expiration Date:** _____

Fees: \$1000.00 for 6 Months Resident of Erie County Paid: _____ Cash _____ Check _____
\$1200.00 for 6 Months Non-Resident of Erie County Paid _____ Cash _____ Check _____

ALL FEES ARE NONREFUNDABLE

- Background Check
- Fingerprints
- Certificate of Liability Insurance Naming the Town of Orchard Park as a Certificate Holder
- Additional Insured on General Liability and excess liability on a primary & non-contributory basis
Certificate must also include a waiver of subrogation in favor of the Town of Orchard Park
- Department of Health Certificate if selling food
- Worker's Comp Insurance (If sole owner provide a CE-200)
- UL Listing for onsite equipment (Operators Permit Required)

Name: _____

Address _____

Town _____ County _____ State _____ Zip _____

Home Phone # _____ Business Phone # _____ Cell Phone # _____

*Town Law Section 101-1 License required:
"No person shall solicit for donations or contributions or sell, peddle, hawk or vend any goods, wares or merchandise or engage in canvassing and/or soliciting for the sale of or subscriptions to newspaper, or magazines, books, pamphlets or other publications upon the streets or public places of the Town of Orchard Park, outside the Village of Orchard Park, or by going from house to house soliciting purchases or subscriptions, without first registering with the Town Clerk and obtaining a license for such purpose."*

Name of Company Represented _____

Company Corporate Phone Number & Contact: _____

New York Sales Tax # _____

List all product(s) to be sold: _____

Will you be driving a vehicle? ___ No ___ Yes If YES, please fill in the following:

License Plate # _____ Make _____ Model _____ Color _____ Year _____

Setup Address (if Stationary) _____

Name of Owner of Setup Address & Phone Number _____

List any other towns that you have obtained a permit, include the year obtained:

If you are a Non-Resident of Erie County, please list the address that you will be staying at:

Address _____

Town _____ State _____ Zip _____ Phone # _____

Your signature below signifies that you hereby authorize any representative of the Town of Orchard Park, NY to obtain any of the following information public or private, including but not limited to your background, your criminal history (including arrest records), driver's license status, etc. You also release the Town of Orchard Park and any agents, servants, employees, officials or representatives of the Town of Orchard Park from any liability or damages that may result from obtaining said information, including any liability or damage pursuant to any state or federal laws.

Your signature below also signifies that if this permit application is approved, you will abide by ALL State and Federal Laws, including the Town of Orchard Park's Local Law, Chapter 101. Copy of this law is available in the Town Clerk's Office or on line @ www.Orchardparkny.org.

SIGNATURE OF APPLICANT _____ DATE _____

ALL APPLICANTS MUST HAVE THEIR FINGERPRINTS TAKEN AND A BACKGROUND CHECK DONE PRIOR TO THIS PERMIT BEING ISSUED. SEE NEXT PAGE FOR INSTRUCTIONS

Police Use Only: Approved or Denied Date: _____ Signature: _____

If Denied reason: _____

Town Clerk Use Only: Issued on Date: _____ Expires on Date: _____ Permit # _____

Town Clerk/Deputy: _____ Chief of Police _____

Property Owner: _____ Code Enforcement _____

Town Law Section 101-10: Violation of this chapter shall be punishable by a maximum fine of \$2,000.00 or by imprisonment for not more than 15 days, or both. \$15.00 fee for duplicates or copies.

Valid for 6 (six) Months from Approval Date

Permissible hours for door-to-door solicitation: 10:00am - 5:00 pm Monday-Saturday

Sundays and Federal Holidays are Prohibited

Town Clerk Seal

BACKGROUND CHECK INSTRUCTIONS

Effective Immediately, ALL Peddler and Solicitor permit applicants are now required to have a Federal, State and Local criminal background check completed prior to issuing these permits. In order for the Federal Bureau of Investigation to provide your criminal history, all applicants must also be fingerprinted. Once your fingerprints are completed, the Post Office will forward them to the FBI for a criminal background check. When you receive your Background check from the FBI, attach it to your application for subsequent approval or denial.

THE APPLICATION PROCESS

- Visit the following FBI website for details on how to apply for your background check www.edo.cjis.gov
- This process must be done on a computer and not a cell phone or tablet.
- There is a \$18 charge for the FBI background check but is subject to change.
- Schedule and have your Fingerprints completed electronically at a participating US Post Office. The list can be found on the FBI website. Most Post Offices charge \$50 for this service but that is subject to change.
- The Post Office will electronically send your fingerprints to the FBI, the turn around time is 48 hours. If you choose to have a paper copy of your fingerprints mailed to the FBI the turn around time is 20 days or more.
- Once you receive your emailed results, forward them to optownclerk@Orchardparkny.org
- Complete the Solicitor/Peddler Permit Application (reverse side)
- Submit completed application to the Town Clerk's Office with the non-refundable application fee. You will be contacted by phone with approval or denial of this application. Allow 30 days for notification.

Fingerprints and the subsequent criminal background check are good for the 6 month peddler permit duration and must be repeated with each application. The background check is subject to Orchard Park Police Department approval.

IF APPROVED

Every individual, solicitor or peddler will be issued a permit, which will include their name, photograph and expiration date of permit. When engaged in soliciting or peddling, this permit **MUST** be visible for viewing.

This permit is valid between the hours of 10:00am - 5:00pm Monday – Saturday (prohibited on Sundays and Federal Holidays) from the date of issuance for a period of 6 months thereafter.

This permit is only valid within the Town of Orchard Park and is NOT transferable.

No person engaged in soliciting or peddling shall be in violation of any rules, regulations or restrictions as defined in Local Law, **Chapter 101, §101-1 thru 101-15**. Failure to comply with any of these may result in the immediate revocation of this permit. You may also be subject to a fine of \$2,000.00 or imprisonment not to exceed 15 days, or both, for each and every offense.